

Housekeeping

Bath BA1

From £18,728 a year - Full-time, Permanent

Full Job Description

Hours: Permanent/Full Time - 35 hours per week (Monday to Friday).

Location: 4/5 Chapel Court, Bath, BA1 1SQ

Salary: £18,728.00

Reporting to: Wellbeing Team Leader

First established in the 12th century, St John's Foundation in Bath is one of the UK's oldest charities. Originating as an almshouse charity, the St John's of today remains renowned for its almshouse provision but has extended its reach to include supporting disadvantaged children and people of all ages who are in crisis in Bath and the surrounding area.

In August 2021, with the aim to harness the best of what it does and broaden the reach within the community, St John's reconfigured its old adult service into a single service now known as Good Living. The aim of the Good Living Service is to provide a dynamic, collaborative, and modern service, tailored, through the provision of alms-apartments and a wide-ranging activities programme, to the needs of our residents and older adults living in Bath and the surrounding area.

St John's is committed to its values of courage, kindness and trust and is proud to be an inclusive and supportive organisation with a focus on staff development and progression.

About the vacancies:

We are looking a new Wellbeing Assistant, to join our friendly, professional Wellbeing team and if your passion is to contribute to making a positive difference to older people, this role is for you. ***This advertisement is for a full-time position. The working hours are 7 hours/day, to be determined on a rota basis within the core operating hours of the service, Monday-Friday.***

You will provide support around the home, through a range of bespoke services, to the residents of our alms-apartments at both our City Centre and Combe Park sites. Your assistance may come in a variety of ways and will always ensure that everyone's rights and choices are met. You will play a pivotal role in ensuring the safeguarding of the residents by liaising with the other teams within the Good Living Service, as and when necessary. An added benefit of this role, in our view, is the intrinsic reward of seeing how your work immediately and directly enhances the quality of life for our residents, supporting them to live independently for as long as possible.

Along side this there will be a requirement to support with other tasks within the organisation's property portfolio

What will I be responsible and accountable for?

o General cleaning of alms-apartments, to include dusting, polishing, vacuuming, emptying waste and recycling bins throughout, wet mopping, replenishing toiletries, cleaning bathroom and kitchen facilities etc. Furniture will need to be moved to clean the spaces behind and cleaning at higher levels may be required in circumstances where residents cannot reach, helping individuals with their laundry, including ironing and changing of beds.

Cleaning of communal areas within the organisations property portfolio, to include cleaning of all floor types, dusting, polishing, vacuuming, replenishment of consumables, waste management, and in some circumstances carpet cleaning

o Providing assistance in a variety of ways which may include:

o Supporting individuals with their shopping

o Undertaking tasks such as collecting prescriptions

o Accompanying individuals to various appointments

o Providing cover during periods of absence by other team members

o Supporting the Wellbeing Team Leader to develop and expand the service

o Establishing and maintaining the trust and confidence of the individuals who use the service and their representatives

Knowledge, Skills and Experience Required:

Experience relevant to the role

Reliable, honest, respectful, with professional integrity

Excellent, open friendly style of communication

Energetic and enthusiastic, with the determination to deliver an excellent service

Knowledge and understanding of the welfare of older adults

Understanding of professional boundaries

Ability to work flexibly to accommodate the needs of the service

Ability to work independently and as part of a team

Strong time management and prioritisation skills with the ability to use initiative

IT literacy skills

Understands the importance of confidentiality, diversity, and equality

Desirable

Level 1 or 2 Diploma in Cleaning & Support Services (or willingness to undertake Level 1 or Level 2 Diploma in Cleaning and Support Services) or relevant commercial or residential cleaning experience (other than personal).

Other Requirements:

You must have the right to work in the UK

A satisfactory, basic DBS certificate is required for this role.

A valid full driving licence with access to a vehicle is desirable

Employee Benefits:

We offer excellent benefits to our employees, which include:

- *A generous contributory pension scheme (employer's contribution being 10% of the gross salary whilst employee contributes a minimum of 4% of the basic salary)*
- *33 days' annual leave, including bank holidays, rising to 38 days after five years' service*
- *Private health care*
- *A generous occupational sick pay scheme (after completing probationary period)*
- *Life Assurance cover*
- *Salary sacrifice schemes such as Techscheme and Cycle to Work*
- *24-hour employee assistance helpline*

We are an equal opportunities employer and welcome applicants from all sectors of the community.

Job Types: Full-time, Permanent

Salary: From £18,728.00 per year

Benefits:

- Company events
- Company pension
- Cycle to work scheme
- Life insurance
- Private medical insurance
- Sick pay
- Wellness programmes

Schedule:

- Day shift
- Monday to Friday

Application deadline: 03/06/2022