



Housekeeping Assistant Position

Calvert Reconnections Neuro -Rehabilitation Centre

The Role: Housekeeping Assistant

The Housekeeping Assistant we are hoping to recruit will have a range of skills in order to meet the ever changing needs of our developing service. The post holder will assist with the day-to-day housekeeping duties and changeover tasks at Calvert Reconnections. We are looking for an individual who can:

- Work flexibly, displaying an ability to work autonomously as a key member of the wider rehab team.
- Work under the direction of the Registered Manager to ensure the provision of high quality service for our participants.

Key Responsibilities

- To provide infection prevention and control throughout the service.
- To clean and prepare bedrooms for participants and visitors at Calvert Reconnections and to undertake in-house laundry.
- To undertake cleaning duties throughout the Centre which includes:
 - The Centre bedrooms
 - Bath/Shower rooms
 - Visitor Foyer and corridors
 - Office and therapy areas
 - Dining Area
 - Living Area
 - Laundry/Drying Room
 - Visiting relative accommodation
- Safe and appropriate disposal of domestic (including clinical) waste.
- Report faults and defects to the Registered Manager as necessary.
- To liaise with the Registered Manager and other members of staff concerning rooms allocated and help to meet any special requirements of visitors i.e. extra linen, supplies or care equipment such as shower chairs, hoists etc.
- To monitor stocks of cleaning chemicals and domestic items i.e. bin bags, cleaning chemicals, cloths and indicate to the Registered Manager when new stocks are needed.
- Comply with Reconnections health and safety policies as well as relevant legislation and regulations.
- Complete relevant qualifications or training required to comply with health and safety legislation or best practice.

Other Responsibilities & Duties

- To represent the Calvert Reconnections in a professional and supportive manner at all times.
- Assist other departments as required in order to ensure the effective operation of Calvert Reconnections.
- Support residents to develop domestic skills such as cleaning their room and doing their own laundry.
- Undertake any other reasonable duties as requested by the Service Manager.

Person Specification

Requirements	Essential	Desirable
Qualifications and experience	<ul style="list-style-type: none"> • Experience in a range of cleaning techniques. • Experience in IPC/COVID • Experience of working in a customer facing role. 	<ul style="list-style-type: none"> • Relevant Health & Safety training and qualifications. • Driving licence
Key Skills and Competencies	<ul style="list-style-type: none"> • Commitment to accuracy and attention to detail 	<ul style="list-style-type: none"> • An understanding of the domestic needs of people with complex needs/acquired brain injury
Personal Attributes	<ul style="list-style-type: none"> • Self-motivated, reliable, efficient, organised and able to work well unsupervised. • Strong team working focus with a flexible and adaptable approach. 	
Other	<ul style="list-style-type: none"> • Ability to work irregular hours if required 	

Conditions of Service

Commitment and an appropriate work ethos are essential to ensure service delivery is achieved to the highest quality in order to facilitate the best possible neuro-rehabilitation.

Salary: Starting rate £8.91 per hour.

Contract: This position is permanent following a probationary period of 6 months.

Hours: 1 Full Time Position or 2 x Part-Time/job share

Pension: The Trust operates an occupational pension scheme with defined contributions, the National Employment Savings Trust (NEST) and for eligible and non-eligible jobholders enrolled in the scheme both the employer and the employee will make a contribution. Eligible jobholders, as defined by the legislation, will be automatically enrolled into NEST, unless you decide to opt-out.

Holidays: 28 days per annum, including Bank Holidays. An additional day's annual leave is accrued for each year's service up to a maximum of five additional days

Other: The post will be subject to checks with the Disclosure & Barring Service (DBS)

How to apply

- Please go to the website <https://www.calvertreconnections.org.uk/work-with-us/> and download the application pack and forward your completed application to info@calvertreconnections.org.uk

Contact us on info@calvertreconnections.org.uk or on 017687 85381 and ask for an application pack.