Care for Veterans

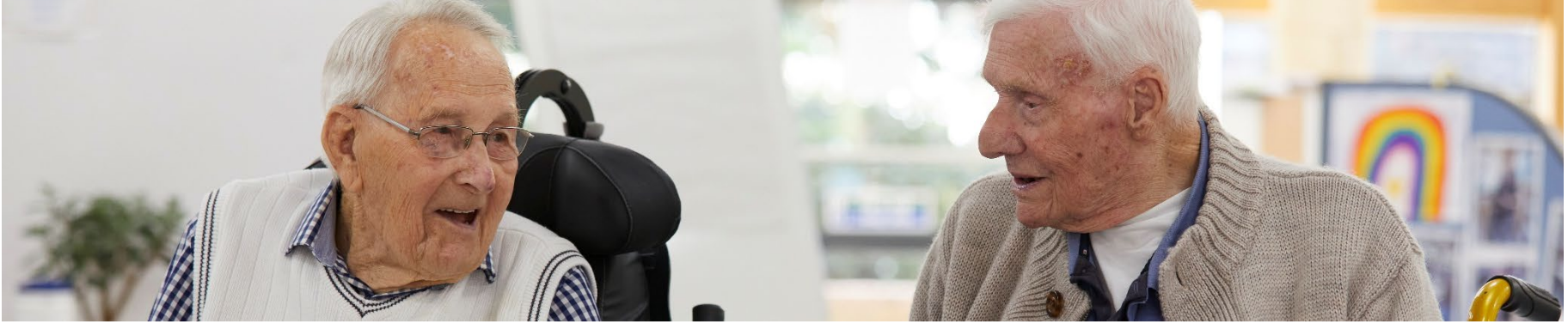
a Royal Star & Garter Home





Housekeeper – Full-time & Part-time

Candidate information pack



Care for Veterans
a Royal Star & Garter Home

Welcome

We are a charity that provides loving, compassionate care and support to veterans and their families, both in our Homes and through services that reach into the wider community. Following our recent merger with the Armed Forces charity Care for Veterans in Worthing, I'm delighted to share details of an exciting opportunity at this Home.

We are looking for Housekeepers who are passionate about our values, people with positive energy who want to work as part of a fabulous team to make a real difference. If this is you, then we look forward to receiving your application.

We are committed to investing in our staff - in both their professional development and personal wellbeing. We offer a comprehensive induction supported by training and an informal learning approach. Our range of benefits are also designed to support our staff.

Thank you for your interest in joining Care for Veterans, a Royal Star & Garter Home.

Vicky Strange
Home Manager

The role at a glance

Title: Housekeeper Full-Time

Location: Gifford House**,** Worthing.

Hours: Monday – Friday (8am-4pm)

Salary: £27,534

Job description

Purpose

To be responsible for the day-to-day upkeep and cleanliness of all areas within the Home, ensuring the delivery of high-quality cleaning under the direction of the Lead Housekeeper

Key responsibilities

- To carry out day to day cleaning tasks as set out in the cleaning schedule, including the cleaning and upkeep of all communal areas and residents' rooms.
- To ensure the highest standards of cleanliness are met, complying with infection control standards throughout the Home.
- To adhere to the cleaning schedules and guidelines, ensuring the correct and safe use of equipment and chemicals. Always follow manufacturer's instructions and adhere to regulations.
- To complete the Housekeeping daily checklist forms and any other relevant forms.
- Ensure adherence to Health and Safety at work and COSHH regulations by all staff and work proactively to ensure compliance. Attend and actively participate in Team meetings as required.
- To undertake such other duties as may be requested from time to time; consistent with the nature of the post, to ensure the overall smooth running of the department and the Home.
- Comply with the Charity's policy on Confidentiality/data protection and at all times ensure that matters relating to residents or staff are not discussed outside the home.
- At all times, promote the interests of Royal Star & Garter and ensure that the reputation, culture and ethos of Royal Star & Garter is maintained, nurtured and supported.
- Within the scope of your role, that you promote health and safety and comply with the Home's Health & Safety Policy, including moving and handling.
- To promote and comply with all other charity policies and procedures.

To apply

Send your CV and a covering letter outlining how you meet the person specification to:

Lindsay.Campbell@starandgarter.org

Person specification

Essential

•Flexible approach
•Knowledge of COSHH and health and safety
•Able to work as part of a team
•Good attention to detail
•Time management skills
•Respectful of confidentiality
•Understanding of working within a person-centred environment
•IT skills
•Good communication skills including understanding of English language

•Desirable
•Previous experience of working in a similar setting or working with older people

Conditions of employment

Any offer of employment made will be subject to the following conditions:

- Satisfactory references from two referees covering the last 5 years including one from your current or most recent employer
- A pre-employment medical screening
- Enhanced DBS Disclosure
- Proof of the Right to Work in the UK
- 6 months probationary period

We reserve the right to update and amend your job description to ensure it accurately reflects the role.

Offer

Although we are a charity, we offer a generous package

- Employer Pension Contribution of 7.5% with matching Employee contribution of 5%
- Additional leave for Armed Forces Reserves and Cadet Forces Adult Volunteers
- 25 days holiday per annum plus bank holidays
- Life insurance of three times your salary (until age 70)
- Ten weeks full occupational sick pay before statutory sick pay

Values

As two charities currently merging, we expect you to role model the Royal Star & Garter values, while also demonstrating understanding of the values held by Care for Veterans.

Royal Star & Garter

- With love
- Living positively
- As a family
- Standing in their shoes
- Take courage

Care for Veterans

- Privacy
- Dignity
- Rights
- Independence
- Choice
- Fulfilment

About us

Care for Veterans

For over 100 years, Care for Veterans has provided long-term nursing care and rehabilitation for disabled veterans and their families from all over the UK.

Today, our 60-bed home in Worthing offers nursing and rehabilitation care with a specialism in disability. We provide loving, compassionate care and rehabilitation to approximately 100 beneficiaries each year, often for veterans who are facing the toughest battle of their lives.

We recognise that each individual and their needs are unique and we share the Royal Star & Garter approach to delivering quality care, also providing a range of therapies designed to provide comprehensive support.

About us

Royal Star & Garter

We provide care, support and friendship for veterans and their families to live well. We do this in our Homes and through a range of services reaching into the community.

Our specialist nursing and dementia care focus on wellbeing, independence and living life to the full. The Wellbeing Teams offer meaningful activities, supporting skills and wishes, while in-house physiotherapy builds their strength and mobility.

We are here to guide and support our residents and their families through this new life phase so that they can enjoy quality time together. Day Care and Lunch Clubs offer a lifeline for veterans and their partners who may be struggling with isolation or loneliness. We also support people in their own homes, providing companionship through our Telephone Friendship Service.

Our range of services means that we support veterans and their families as their care needs change. We will never stop trying to do more to help improve their lives.