



HOUSEKEEPER

SALARY	£22,500 per annum (FTE)
LOCATION	Barnet (North London)
HOURS	37.5 hours per week (full time) to be covered over 7 days Part time – various Bank / Relief will be considered @£12 per hour
CONTRACT	Permanent
REPORTING TO	Head of Housekeeping

JOB DESCRIPTION

To provide a, professional cleaning service to all areas of the hospice ensuring that the charity's high standards are met. Your role will involve cleaning family rooms, in – patient unit and clinical and non-clinical areas. You will be required to change beds and replenish linen and be sensitive and have empathy with the work undertaken by Noah's Ark Children's Hospice.

ABOUT YOU

You will need to be flexible and have a can do attitude with good communication skills. Well organized with the ability to plan and prioritise your work.

HOW TO APPLY

Please send your completed application form to recruitment@noahsarkchildrenshospice.org.uk

The application form is available to download under the relevant vacancy at <https://www.noahsarkhospice.org.uk/work-with-us>

If you would like to have a confidential discussion about this role, please email the HR Team at hr@noahsarkhospice.org.uk or call 020 8449 8877.

KEY TASKS & RESPONSIBILITIES OF THE ROLE

- Carry out all cleaning duties such as sweeping, mopping, dusting, cleaning of toilets and ensuring the charity's standards are met.
- To clean family rooms, In-patient Unit, Clinical and non-clinical areas and communal areas.
- Change beds and replenish linen, including ironing duties.
- Ensure that daily and deep cleaning schedules are adhered to.
- Ensure that all cleaning equipment is correctly and safely used and kept in a safe condition.
- Ensure any appliances are safe and working in line with regulations.
- To report any faults to the Head of Housekeeping
- To be sensitive to the privacy and individual needs of our families
- To adhere to infection control policies at all times
- To ensure correct use of PPE.

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We can't wait to
hear from you!



PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
QUALIFICATIONS		
SKILLS / KNOWLEDGE / EXPERIENCE	<ol style="list-style-type: none"> 1. Previous experience in a House Keeping role 2. Ability to demonstrate an understanding for the need of confidentiality in dealing with families/staff 3. Good communication skills 4. Able to carry out instructions accurately. 5. Ability to work flexibly to meet deadlines and respond to unplanned situations 6. Flexible and reliable attitude to working arrangements.. 	<ol style="list-style-type: none"> 1. Ability to demonstrate an understanding and personal commitment to safeguarding and promoting the welfare of children and young people. 2. Knowledge of or empathy with the work undertaken by Noah's Ark Children's Hospice 3. Basic knowledge of Health and Safety and COSHH regulations.
BEHAVIOURAL / PERSONAL	<ol style="list-style-type: none"> 1. Positive approach to work, with a flexible 'can do' attitude; the drive and enthusiasm to improve the service and achieve high standards with a strong work ethic. 2. Ability to live Noah's Ark values of kindness, courage and excellence. 3. Polite, professional and accommodating, able to work effectively to support all employees and volunteers. 	



CHARITY BENEFITS

ANNUAL LEAVE

25 days, rising by a day after each completed year up to 30 days. We offer the ability to buy or sell up to 5 days

SEASON TICKET LOAN

An interest-free loan is available to all staff to purchase their season ticket.

LEARNING AND DEVELOPMENT

Each employee receives suitable training and development opportunities

PENSION

Provided by Aviva, with contributions up to 8% (4% from employee and 4% from employer). Nursing staff are offered the NHS pension.

FLEXIBLE WORKING

Flexible working opportunities are available to staff dependent on the charity's needs.

LIFE ASSURANCE

Staff will receive Life Assurance (Death in Service) provided by Canada Life Group Insurance. The benefit basis is 4x annual salary.

PAID MEMBERSHIP TO BLUE LIGHT CARD

Staff will receive a Blue Light card membership giving discounts to a number of well-known brands and stores.

BIKE2WORK SCHEME

Salary sacrifice scheme offering the opportunity to purchase a bike and accessories, with tax free payments spread over a period of time.

SUBSIDISED CAFÉ

Freshly prepared hot and cold meals provided at The Ark daily.

STAFF REFERRAL SCHEME

Monetary incentive for staff when they successfully recommend a candidate for an open position.

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info@noahsarkhospice.org.uk
noahsarkhospice.org.uk

Noah's Ark Hospice is a Company Limited
by Guarantee Registered in England
Company Registration No. 3901606
Registered Charity No. 1081156

About Noah's Ark Children's Hospice

ABOUT NOAH'S ARK CHILDREN'S HOSPICE

Noah's Ark Children's hospice helps babies, children and young people who have life-limiting or life-threatening conditions, and their families, make the most of every day. We are here to enable those we support to enjoy life as children, rather than as patients, as families, not just as carers.

Our expert staff and trained volunteers provide clinical, emotional and practical support for families across north and central London and Herts Valley. We carefully adapt our support for every child and offer it wherever it is required - whether in their home, their community or at our state-of-the-art children's hospice building, The Ark, in Barnet.

THE ARK

Designed by families, for families, The Ark was opened in September 2019 by the Mayor of London. The Ark is a place of light and life, where you will find music, art, play and drama therapy; children blossoming in sensory and soft play rooms; and a fully accessible playground. The grounds offer wheelchair accessible outdoor experiences, including a Woodland Walk through a 7-acre nature reserve and a sensory walkway. At The Ark we are able to provide Specialist Care and Nursing for babies, children and young people, supporting their full clinical, emotional, social and practical needs. We have created a space where children who are seriously unwell are accepted as they are, safe to play, explore, express themselves and build confidence.



OUR VALUES

Our values capture who we are, and what we expect from staff and volunteers. They are the 'Noah's Ark way', and are reflected in everything we do.



KINDNESS

- We show compassion and empathy in all our interactions
- We put the child and family at the heart of all we do
- We are considerate: act thoughtfully and behave with integrity
- We go above and beyond
- We embrace diversity
- We create precious moments for children and their families
- We actively promote good mental health and look after our team
- We do not judge others for their differences



EXCELLENCE

- We are exacting and passionate about our mission
- Our expert and dedicated team is tenacious and solution focused
- We are pioneering, creative and adaptable
- We collaborate and build partnerships
- We listen and learn
- We are considered and reflective
- We plan and grow responsively and responsibly
- We invest in our people



COURAGE

- We are strong and ambitious in all we do
- We challenge the status quo, making bold resilience and aim to empower
- We help families and each other build resilience and aim to empower
- We act with candour and integrity
- We reach out to people in very difficult circumstances
- We do not shy away from making hard decisions or from challenging situations
- We are not afraid to ask for help