

**Reaching out to every child  
and family that needs us**

[www.alexanderdevine.org](http://www.alexanderdevine.org)

# **Application Pack**

## **Housekeeper**

Closing date 28<sup>th</sup> September 2020

## Alexander Devine Children's Hospice Service

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We are a charity that provides specialist care and vital support to children with life-limiting and life-threatening conditions and their families across Berkshire and the surrounding counties.

John and Fiona Devine from Windsor set up the charity in memory of their extraordinary little boy who sadly passed away in 2006 at the age of eight from a rare brain tumour. Their personal experience, and subsequent extensive research, led them to realise that there was a vital need for a local children's hospice service and hospice.

Our children's hospice service means very different things for each child and their family and as such, our care is very individual. Whatever and wherever the need, we are dedicated to bringing comfort and care to these families. Our services include: respite care, specialist play, symptom management, family support, end of life care and bereavement support.

Care is delivered either at home, in hospital, in schools or within our very own children's hospice, which was opened summer 2018. Designed to complement the community service, the hospice has state-of-the-art facilities such as a hydrotherapy pool, sensory room, music room, games room, family accommodation and bereavement suite.

We currently support over 130 children and their families, but we are committed to growing our service and reaching out to every child and their family that needs us. In Berkshire alone we know that there are over 1,370 children with life-limiting conditions.

96% of what we need to deliver our children's hospice service comes from voluntary donations and every penny that is raised makes a real difference to local families.

**[www.alexanderdevine.org](http://www.alexanderdevine.org)**  
**Reg. Charity No. 1118947**

## Our core values

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### **DETERMINED**

And resolute in our service to all those that need us.



### **EMPOWERING**

To enable whoever comes into contact with us, the power and courage to make decisions, ask questions or simply to be.



### **VALUING OTHERS**

We value you and each other, because we are all unique and special in our own way.



### **INTEGRITY**

To be consistent in our ethos and values, principles and actions. To always behave and hold the integrity of our charity as core.



### **NURTURE**

To provide an environment of protection, support, growth and encouragement.



### **EMPATHY**

To know that we will provide a place of safety for everyone to express their feelings, thoughts and emotions, without judgement.

## The role

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We are looking for a motivated and enthusiastic Housekeeper to join the team.

You will be responsible for ensuring that the hospice is kept clean for our children, their families and staff. As it is a healthcare environment, attention to detail and high standards of work are of huge importance.

You will need to be a great team player as you will be working alongside other staff and volunteers in your duties.

Hours: 15 hours per week  
Flexible working pattern, Monday to Friday

Salary: £18,183 per annum (pro rata), £9.30 per phour

## Job purpose

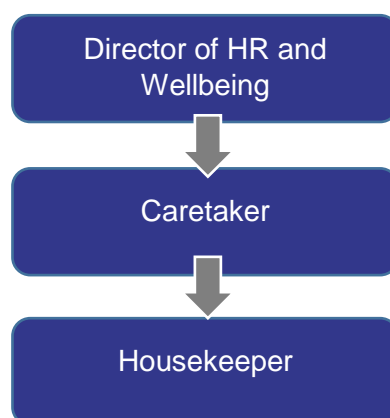
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The post holder will be a motivated and organised individual with excellent understanding of the importance of cleanliness. They will ensure the hospice is clean and well presented for the families and visitors who attend and ensure the family flats are clean and well presented for families who visit.

Responsible for the cleanliness of the whole hospice, including bedrooms, flats, kitchen, restrooms/rest areas, pool area and general areas.

They will be required to create, maintain and monitor a cleaning rota for the hospice in liaison with the Director of Care.

## Reporting structure



Areas of responsibilities	Key tasks
<b>Housekeeping</b>	<p>Provide housekeeping for the hospice, using equipment provided.</p> <p>Ensure floors and all surfaces are cleaned regularly, in line with schedules, using appropriate equipment and chemicals.</p> <p>Maintain electronic schedule of cleaning undertaken.</p> <p>Ensure that all work undertaken is in line with Infection Prevention Control guidelines.</p> <p>Report any faulty goods or products to the Caretaker immediately.</p>
<b>External Relationships</b>	<p>Liaise with the Caretaker regarding the use of external contractors for professional cleaning/deep cleaning events.</p>
<b>Commitment to Alexander Devine Children's Hospice Service</b>	<p>Maintain an up-to-date working knowledge of, and represent positively, the work of Alexander Devine Children's Hospice Service.</p>
<b>Relationships</b>	<p>Contribute positively to good teamwork and uphold organisational values (DEVINE).</p>
<b>Communication</b>	<p>Maintain healthy and regular relations with the Care team, Fundraising team, Admin team and volunteers</p>
<b>Health &amp; Safety</b>	<p>Ensure that guidelines and policies are adhered to at all times.</p> <p>Adhere to C.O.S.H.H. policy at all times.</p> <p>Use personal protective equipment at all times.</p> <p>Under line management guidance, regularly update and maintain own knowledge of safety rules, fire</p>

	drills, and internal security and accident procedures and adhere to these at all times.
<b>Training and Personal Development</b>	Actively participate in appraisal system and attend training programmes to assist in personal development.  Attend and participate in all mandatory training with reference to use of equipment provided.

**Note:** This job description reflects the present requirements of the post. As duties and responsibilities change and develop, the job description will be reviewed and is subject to amendment in consultation with the post holder.

## Person specification

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	Essential	Desirable
<b>Knowledge and experience</b>	Experience of providing a housekeeping service	
	Experience of ordering and monitoring stock levels	
		Experience of housekeeping in a healthcare environment
		Knowledge of infection prevention and control within a housekeeping role
<b>Skills and abilities</b>	Excellent communication and interpersonal skills	
	Ability to work independently using own initiative	
	Ability to work well in a team	
	Ability to maintain electronic records	
	Ability to prioritise tasks and undertake them in an efficient manner	

<b>Attitudes and behaviours</b>	Pleasant and helpful manner; calm under pressure	
	Willingness to work unsociable hours as necessary	
	Discretion and respect for privacy and confidentiality	
	Flexible, adaptable and enthusiastic personality	
	Commitment to the work of Alexander Devine Children's Hospice Service and an approach in line with our core values (DEVINE).	
<b>Other</b>	Willing to undergo immunisation checks and immunisations where applicable	
	Disclosure & Barring Service check ( <i>to be obtained by ADCHS</i> )	

## Further information

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### Equal opportunities

It is the policy of Alexander Devine Children's Hospice Service to provide equal opportunities to any employee or job applicant and will not discriminate either directly or indirectly because of race, sex, sexual orientation, transgender status, religion or belief, marital or civil partnership status, age, disability, or pregnancy and maternity.

### Safeguarding statement

We are committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo Child Protection screening appropriate to the post, including checks with the Disclosure and Barring Service.

### Applications

To apply, please email [fayd@alexanderdevine.org](mailto:fayd@alexanderdevine.org) to request an application form.

Once complete, please post to:

Fay Denwood  
Alexander Devine Children's Hospice Service  
Snowball Hill  
SL6 3LU

Alternatively, completed forms can be emailed to [fayd@alexanderdevine.org](mailto:fayd@alexanderdevine.org)

Applications must be received by **28<sup>th</sup> September 2020**.