

## **APPLICATION FOR EMPLOYMENT**

Thank you for the interest you have shown in the vacancies within Stockton on Tees Borough Council.

Completed forms can be e-mailed to [recruitment@xentrall.org.uk](mailto:recruitment@xentrall.org.uk) or posted to **Xentrall Recruitment Services, PO Box 891, Stockton on Tees, TS19 1JT**, marking the envelope in the top left hand corner with the post reference number.

In accordance with our recruitment procedures, your application will only be considered if it is received on or before the closing date as shown in the advertisement.

In the interests of economy, applications received via the post are not automatically acknowledged. If you require confirmation that your application has been received please enclose a stamped addressed envelope or telephone 01642 526992.

If you have not been contacted within 4 weeks of the closing date for receipt of applications, please assume that on this occasion your application has not been successful.

## **Housekeeper**

**Vacancy ID: 009130**

Salary: £7,292.10 Annually

Closing Date: 22/07/2018

### **Benefits & Grade**

Grade C

### **Contract Details**

Temporary to cover maternity leave

### **Contract Hours**

16 hours per week

### **Disclosure**

The successful applicant will be subject to an enhanced DBS check

### **Job Description**

Rosedale is a Residential Centre for adults requiring intermediate and assessment services. We have a team of seven Housekeepers who work a shift pattern between 7:30am and 5pm over seven days.

We are looking to recruit a Housekeeper into a temporary post to cover maternity leave. There is an expectation candidates will have awareness of Health and Safety, COSHH regulations, and Infection Control. Candidates should be able to work alone and also as part of a very dedicated team and be responsible for maintaining a clean and hygienic environment for service users and staff.

Experience is an advantage but is not essential, as relevant training will be provided to the right candidates, if necessary.

There will be an expectation that the successful candidate will work additional shifts to meet the demands of the service during periods of employee absences.

For detailed information on this role, please refer to the Job Description and Person Specification.

Please ensure you refer to the essential and desirable criteria detailed in the Person Specification when completing your application as they are used to select candidates for interview.

For a further informal discussion, please contact Vikki Pickering, Registered Manager, on 01642 528088 or the duty manager on 01642 527488

An online application form and further information is available from [www.stockton.gov.uk/job-vacancies/](http://www.stockton.gov.uk/job-vacancies/). Alternatively you can contact Xentrall Recruitment Services, Tel: (01642) 526992 or email [recruitment@xentrall.org.uk](mailto:recruitment@xentrall.org.uk)

Stockton-on-Tees Borough Council ensures that all customers, both internal and external receive a consistently high quality level of service.

 <b>Stockton-on-Tees</b> BOROUGH COUNCIL		<b>JOB DESCRIPTION</b>
<b>Directorate:</b>  <b>Adults &amp; Health</b>		<b>Service Area:</b>  <b>Rosedale Centre - Adult Social Care</b>
<b>JOB TITLE: Housekeeper</b>		
<b>GRADE: C</b>		
<b>REPORTING TO: Rosedale Registered Manager</b>		
<b>1.</b>	<b>JOB SUMMARY:</b>  Ensure the well-being of services users through the provision of an efficient housekeeping.	
<b>2.</b>	<b>MAIN RESPONSIBILITIES AND REQUIREMENTS</b>	
	1	To undertake all cleaning duties across the premises including communal areas, kitchen, rooms and toilet and bathroom facilities.
	2	To undertake laundry duties including removal of bed linen and bed making.
	3	In inclement weather clearing of snow to ensure pathways are clear and safe.
	4	Ensure the safe use and operation of all equipment used.
	5	Ensure cultural and religious needs of service users are met.
	6	To follow all relevant statutory, policy, codes of practice and procedure guidelines associated with the operation of the service.
	7	To co-operate in ensuring service aims and objectives are implemented.
	8	To ensure that all customers both internal and external, receive a consistently high quality level of service, commensurate with the standards required by Stockton on Tees Borough Council
	9	To Take reasonable care of your own health and safety and co-operate with management, so far as is necessary, to enable compliance with the authority's health and safety rules and legislative requirements.
	10	To undertake such personal training as may be deemed necessary to meet the duties and responsibilities of the post.
	11	To undertake such others duties and responsibilities commensurate with the grading and nature of the post.

### 3. GENERAL

**Job Evaluation** - This job description has been compiled to inform and evaluate the grade using the NJC Job Evaluation scheme as adopted by Stockton Council.

**Other Duties** - The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post holder.

**Workforce Culture and supporting behaviours and Code of Conduct** – The post holder is required to carry out the duties in accordance with Workforce Culture and supporting behaviours, code of conduct, professional standards and promote equality and diversity in the workplace.

**Shaping a Brighter Future** – The post holder will embrace the Council's "Shaping a Brighter Future" programme.

**Personal Development** – As defined by the Council's Culture Statement, all employees will take responsibility for their own development

**Customer Services** – The post holder is required to ensure that all customers both internal and external, receive a consistently high quality level of service, commensurate to the standards required by Stockton on Tees Borough Council.

**Policies and Procedures** – The post holder is required to adhere to all Council Policies and Procedures.

**Health and Safety** – The post holder has a responsibility for their own health and safety and is required to carry out the duties in accordance with the Council Health and Safety policies and procedures.

**Safeguarding** – All employees need to be aware of the possible abuse of children and vulnerable adults and if you are concerned you need to follow the Stockton Council's Safeguarding Policy. In addition employees working with children and vulnerable adults have a responsibility to safeguard and promote the welfare of children and vulnerable adults during the course of their work.

**PERSON SPECIFICATION**

Job Title/Grade	<b>Housekeeper</b>	<b>Grade C</b>
Directorate / Service Area	<b>Adults &amp; Health</b>	<b>Rosedale Centre - Adult Social Care</b>
Post Ref:	<b>C33386</b>	

	<b>ESSENTIAL</b>	<b>DESIRABLE</b>	<b>MEANS OF ASSESSMENT</b>
<b>Qualifications</b>	Educated to a relevant NQF level 2 qualification or equivalent level of knowledge obtained through direct work experience.		Application form
<b>Experience</b>	<p>Knowledge and experience of working in a housekeeping environment including cleaning and laundry.</p> <p>Knowledge and experience of using a range of housekeeping appliances.</p> <p>Awareness of health and safety requirements associated with housekeeping.</p>	<p>An understanding of the support needs of older people who are frail.</p> <p>Experience of working directly with older people.</p>	Application / Interview
<b>Knowledge &amp; Skills</b>	<p>Good verbal communications skills.</p> <p>Ability to take guidance and instruction from management.</p> <p>Ability to work alone or as part of a team</p> <p>Be prepared to accept structured supervisions</p>		

	<p>and appraisals.</p> <p>To undertake such personal training as may be deemed necessary to meet the duties and responsibilities of the post.</p>		
<b>Specific behaviours relevant to the post.</b>	Demonstrate the Council's Behaviours which underpin the Culture Statement.		Application / Interview
<b>Other requirements</b>	<p>Approachable</p> <p>Friendly</p> <p>Enthusiastic</p> <p>Positive approach and motivated</p> <p>Reliable honest and flexible</p> <p>Able to work at short notice to cover sickness and holidays</p> <p>Able to work all days of the week</p> <p>There is an expectation that additional shifts will be worked to meet the demands of the service during periods of employee absences</p> <p>The job involves working directly with older people and therefore is subject to a Disclosure and Barring Service (DBS) check.</p>		

Person Specification dated

2018

## **Conditions of Service**

### **General**

Conditions of service will vary from service to service. However, there are some general points to cover.

Conditions of service generally are those contained in the appropriate National Joint Council Schemes but have been supplemented in a number of areas by locally agreed conditions. The relevant Handbooks are available for reference in all departments.

### **Office Hours**

The normal working week is 37 hours. Council offices are generally open to the public from 8.30 a.m. to 5.00 p.m. (4.30p.m. on Friday). The majority of office staff are able to take part in the Councils flexible working hours scheme. Elsewhere, fixed hours or shift working may be operated according to the needs of a particular service.

### **Annual Leave**

The basic annual leave entitlement is 26 days plus 8 public holidays. Employees with 5 years continuous service receive 31 days annual leave.

### **Sick Pay**

Most employees are covered by the provisions of the nationally agreed sick pay schemes which allow periods of absence on half pay and full pay according to length of service.

### **Pension**

You will automatically be entered into the Local Government Pension Scheme (LGPS) unless you choose to opt out. This is a contributory pension scheme and meets Government standards for automatic enrolment. If you do not opt out within three months of joining the LGPS, you will not be eligible to receive a refund of your contributions but will instead be given deferred benefits within the Scheme. If you decide to opt out of the Scheme your employment, earnings and age will be monitored in line with automatic enrolment guidelines.

### **Medical Examination**

Before commencing your employment, you will need to complete a medical questionnaire and may be subject to a medical examination.

### **Probation**

New entrants to Local Government will be required to complete a six month probationary period.

### **Equal Opportunities**

The Council is working towards an environment where all employees, residents and service users receive equal treatment regardless of gender or gender reassignment, marital or civil partnership status, sexual orientation, age, disability, race, religion or belief, social origin, pregnancy and maternity.

### **Job Sharing**

A voluntary Job Sharing Scheme is in operation. Applications to job share are welcome and there is no requirement for you to apply with a partner.

### **Payment of Salaries**

Salaries are paid monthly on the last working day of the month. All payments are made by credit transfer direct to a nominated bank or building society.

### **Smoking Policy**

The Council operates a No Smoking Policy.

### **Politically Restricted Posts**

The Local Government and Housing Act 1989, as amended by the Local Democracy, Economic Development and Construction Act 2009 designate certain posts as politically restricted. If this is

the case it will be detailed on the job description and means that you would be disqualified from being a member of a Local Authority, the House of Commons or of the European Parliament. Further information is available upon request.

#### **Rehabilitation of Offenders Act 1974**

Having a criminal record will not necessarily bar you from working for the Council. This will depend on the nature of the post and the circumstances and background of your offence(s). To assist the Council in determining the suitability of your employment, certain posts are subject to a DBS check. If this is the case an appropriate statement will appear in the recruitment advertisement.