



Seckford Care  
A tradition of quality since 1587



Work With Us  
**Housekeeper**  
Application Pack

# Housekeeper

**Salary £11.52 per hour**

**Enhanced rates at 20% for all weekends**

**Double time paid for Bank Holidays and Overtime rates available.**

**£500 welcome bonus**

Hours: Full and part time hours available

We are looking for enthusiastic, reliable and hardworking housekeepers to join a well established and highly respected team. Our housekeeping department play an integral role within our organisation and as such, we place the utmost value on the amazing job our team members do.

Seckford Care is an award winning, CQC Outstanding care facility based in our beautiful grade 2\* listed building in the heart of Woodbridge. We provide 30 Extra Care apartments for those who wish to live independently, safe in the knowledge that carers are on hand 24 hours a day. We provide 26 residential care rooms in Jubilee House for those who would like their own comfortable room, all their meals, laundry and cleaning provided. Our dedicated Activities team facilitates a wide range of activities for all residents at Seckford Care. We also offer the Seckford Club for those who live in the community, and would like to meet other people, and take part in activities.

**Closing date: 10 May 2024**

**Interview: w/c 13 May 2024**

For more information about Seckford Care and this opportunity, contact The People Team on 01394 615170 or to download an application pack, please visit: [www.seckfordcare.org.uk](http://www.seckfordcare.org.uk)



**Job Title:** Housekeeper

**Department:** Seckford Care

**Hours:** Full and part time hours available

**Job Purpose:**

Undertake the necessary cleaning duties to ensure that cleanliness standards are achieved, and infection control protocols maintained as determined by the Cleaning Supervisor and Head of Care. You will part of a team of housekeepers working on a rolling rota which may include some weekends. We are looking for someone who will build professional and caring relationships with residents, who you will have regular contact with throughout the day.

**Key Responsibilities:**

- Cleaning of walls, floors and windows;
- Cleaning communal areas;
- Cleaning of toilets and hand basins;
- Vacuuming, dusting and mopping;
- Laundry management;
- Touch point cleaning;
- PPE stock top ups;
- Preparing residential rooms and apartments for lettings;
- Deep cleans of all areas where required;
- Ordering and stock check of cleaning products;
- Cleaning of individual resident apartments where required.

This job description is non-contractual and it will be reviewed from time to time and may be subject to change.

**General Responsibilities**

**Health and Safety**

You have a legal duty to take reasonable care of your own health and safety and that of others and you are expected to be familiar with and adhere to Seckford Foundations Health and Safety Policy.

**Safeguarding Adults' Statement**

The Foundation is committed to safeguarding and promoting the welfare of adults and expects all staff and volunteers to share this commitment. You will be expected to support this approach in the context of your role and to adhere to and ensure compliance with Seckford Care's Policy Statement at all times. If, in the course of carrying out your duties you become aware of any actual or potential risks to the safety or welfare of adults, you must report any concerns to the Leadership team.

## Introduction from the Director of Care



Welcome to Seckford Care situated in the beautiful and historic Almshouses established by Thomas Seckford in 1587.

Seckford Care comprises of 30 self-contained Extra Care apartments and Jubilee House residential care home, with 26 rooms for older people.

Our aim is to enable older people to live as independently as possible, whilst promoting and supporting the highest standards of care and support.

Seckford Care is part of the Seckford Foundation, comprising of Woodbridge School and Woodbridge Prep School. Our broad ranging charity unites younger and older people creating a diverse and exciting organisation to be part of.

We are looking for caring, compassionate individuals who want to enrich the lives of older people and be part of a dedicated and valued team.

If you would like to work in a role where you can really make a difference, we would love to hear from you.

Gemma Bloomfield

Director of Care



## Person Specification

Education and Qualifications	Essential	Desirable
GCSE in Maths (or equivalent)		√
Previous cleaning experience		√
Knowledge and Experience		
Able to follow instructions to enable safe and correct use of products and appliances.	√	
Able to organise own work effectively	√	
Commitment to working to a high standard	√	
High level of confidentiality and discretion	√	
Health and Safety COSHH awareness		√
Understanding of a customer service environment		√
Personal Qualities		
Willingness and ability to be flexible and open to change	√	
Demonstrate a 'can do' attitude	√	
Work well with the team but also able to work effectively alone	√	
Ability to remain calm and function well under pressure.	√	
Safeguarding		
All staff are expected to evidence their commitment to promoting the health, welfare and safeguarding of adults	√	

## Benefit Statement

<b>Salary</b>	£11.52 per hour plus 20% enhancement for weekends
<b>Working Hours</b>	We offer a rolling rota pattern, to include weekend work. Shift patterns are available between the hours of 08:00am and 20:00pm.
<b>Pension</b>	Automatic enrolment into the Foundation's pension scheme (subject to meeting certain eligibility criteria). You may contribute by direct deduction from your pay 3.2 % or more of your qualifying earnings. The Foundation will contribute 1.5% of your contribution up to a maximum of 7.5% of your gross pay.
<b>Sick Pay</b>	After a successful probation period, four weeks full pay and four weeks half pay in any rolling twelve-month period. After two years' service six months full pay and six months half pay in any rolling three-year period.
<b>Holiday</b>	28 days including public holidays (pro rata for part time).
<b>Training</b>	Training costs will be met in full. This will be subject to conditions concerning repayment if the employee leaves for any reason within a given period. Opportunity to join the Care Academy and complete a professional qualification.
<b>Personal Accident Insurance</b>	Personal accident insurance is provided for all employees.
<b>Other Benefits</b>	<ul style="list-style-type: none"> <li>• Blue Light card reimbursement</li> <li>• 6 monthly Wellbeing Tokens</li> <li>• Free uniform (tunics)</li> <li>• Allowance towards the purchase of black trousers</li> <li>• Free Enhanced DBS check</li> <li>• Introduce a Friend scheme £350 after probation, £350 after 12 months service *subject to Ts and Cs</li> <li>• Daily snacks provided in the staff room.</li> <li>• Seasonal gifts – Christmas hampers</li> <li>• Death in service benefit</li> </ul>

## Information for applicants

In order to apply please complete the application form.

Application forms can be downloaded from the Seckford Care website on [www.seckfordcare.org.uk](http://www.seckfordcare.org.uk).

Please apply, preferably by email, stating "Housekeeper" in the title line to: [recruitment@seckford-foundation.org.uk](mailto:recruitment@seckford-foundation.org.uk)

If you are unable to apply by email then please post your application, marking "Private and Confidential" to The People Team at:

Marryott House, Woodbridge School, Burkitt Road, Woodbridge, Suffolk, IP12 4JJ

All information will be treated as strictly confidential.

If you have any questions or enquiries regarding the application process, please contact the People Team on 01394 615170.

All appointments are subject to the usual pre- employment checks to meet vetting and barring requirements.

*Seckford Care is committed to safeguarding and promoting the welfare of children, young people and adults. All applicants must be willing to undergo screening appropriate to the position, including checks with past employers and the Disclosure and Barring Service.*

