



Housekeeper

Job Description and Person Specification

The Thomas More Project is a charity supporting people with learning disabilities to live the life they choose and to flourish. We are committed to providing the best possible support and to improving and developing our services now and in the future. We provide homes that enable people to live as independently as they can.

Our vision: People with disabilities are equally able to reach their potential as integrated members of society.

Our mission: Enabling individuals with disabilities to flourish. Supporting choice developing skills, meeting needs.

Our Values: Wellbeing, Excellence, Inclusion, Collaboration

Our homes: We provide supported living services to three individuals with learning disabilities living in our shared home. We support 11 adults with learning disabilities to live as independently as possible in our relaxed, friendly residential care home.

Our people: We value, train and develop our staff and volunteers so that we can provide the best possible support to people with learning disabilities. We provide learning and development opportunities for our small, friendly staff team and an open, honest, collaborative culture where staff can thrive.

Housekeeper Role description

Service location: Henleaze, Bristol or at other locations as may be required.

Relationships: Deputy Manager – Your line manager
Staff team, Residents, Visitors (professionals or family members)

Hours : 15-16 hours, 10am-1pm Mon - Fri. Breaks unpaid. TBC

Salary: £8.00 - £8.16 / hour, 30 days annual leave and bank holiday entitlement pro-rata.

What's in it for you?

- 30 days annual leave including bank holidays increasing to 31 days after 1 year and 32 days after 2 years
- 10 days paid sickness leave, 8 days paid discretionary leave (rolling 12-month period)
- Option to buy or sell 1 day of annual leave per annum
- Contributory pension
- Free meals when working at our care home site.
- Comprehensive induction, on-going training and development to widen your career prospects
- Plenty of free local street parking

Purpose of Job:

As a housekeeper, you will be responsible for cleaning the home, undertake cleaning duties including equipment and supplies, under the direction of the Deputy Manager.

As necessary, from time to time, you may be requested to carry out similar duties at our other location(s).

Description of duties

- Maintaining a high standard of cleanliness which is critical to ensuring the safety and wellbeing of the people who live here
- Proactive in identification of priorities for cleaning
- ordering non-clinical supplies
- keeping the home clean and tidy
- reporting faults and repairs
- talking to and reassuring individuals
- working in partnership with staff team and residents

The job description is not an exhaustive list of duties but is intended to give a general indication of the range of work undertaken and will vary in detail in the light of changing demands and priorities and needs of residents.

Substantive changes in the range of work undertaken will be carried out in consultation with the post holder.

Person specification

- 1 year's experience of housekeeping/ cleaning
- Knowledge and experience of COSHH regulations
- Knowledge of colour coded cleaning
- Ability to clean safely in a residential care home setting whilst people with learning disabilities are in their home and staff are working.
- Excellent cleaning skills with an eye for detail
- Good time management
- Organisational skills to ensure supplies are maintained
- Good communication skills and is able to effectively communicate with both staff and residents.
- Reading and writing skills to complete paperwork as required.
- Can-do positive attitude
- Team player – keen to work together to get the job done
- Ability to articulate and report any concerns particularly relating to health and safety matters.

This post will require a DBS disclosure and references.