



Job Reference 0037 - 0317

Role of Domestic, High Blantyre

Thank you for your interest in working with us. This job pack contains a copy of the advert as well as the job description and person specification.

The particulars of this post are:

- £7.50 per hour as Domestic
- 10 hours per week working dayshifts Wednesday – Friday between 10am & 1pm
- Option to work additional bank cover hours via our agency
- Access to paid training & continued personal development
- Option to work additional bank cover hours via our agency

Trust requires all external applicants to complete our Application Form. This gives us the information on candidates in a consistent way which helps standardise the shortlisting and interview processes.

Your application can be emailed as an attachment to jobs@trustha.org.uk or posted to: Jobs, Trust Housing Association Ltd, 12 New Mart Road, Edinburgh, EH14 1RL no later than the closing date of 12 noon on Wednesday 18th October 2017.

Our interview shortlist is determined by how you match up against the skills and experience the role demands and only successful applicants will be contacted again to attend the interview.

May I take this opportunity to thank you for your interest in working with us and wish you every success for the future.

Regards

Sharon Chalmers

Sharon Chalmers
HR Assistant
0131 444 1200



Gold



Role: Domestic
Salary: £7.50 per hour
Location: High Blantyre, Glasgow G72 9SS
Job type: Permanent, Part Time, 10 hours
Job Ref: 0037 - 0317
Closing Date: 18th October 2017



Trust Housing Association Ltd has an exciting opportunity for a **Domestic cleaner** to join our supported housing service at High Blantyre.

Trust Housing Association is a national housing, support and care provider, offering a range of accommodation and support services. Primarily serving older people in our communities we also provide housing for families and individuals. We have over 2,500 households across the length and breadth of Scotland, from the Highlands and Islands all the way down to the Borders.

- £7.50 per hour as Domestic
- 10 hours per week working dayshifts Wednesday – Friday, 10am – 1pm
- Option to work additional bank cover hours via our agency

Our development at High Blantyre provides a Supported Housing Service. To ensure that we are able to offer the best service to our tenants we are looking to recruit a Domestic to work Monday to Friday who will be responsible for the cleaning of all communal areas. You should be self-motivated and want to achieve high levels of cleanliness. You should have a warm, friendly personality, an understanding attitude towards older people and an ability to work well on your own initiative.

To apply for our post of **Domestic** please obtain a copy of our job pack which includes the full job description and person specification. This post will only be available to view on our website until the closing date of **Wednesday 18th October 2017**.

Trust requires all external applicants to complete an Application Form. This gives us the information on candidates in a consistent way which helps standardise the shortlisting and interview processes.

Your application can be emailed as an attachment or posted to: Jobs, Trust Housing Association Ltd, 12 New Mart Road, Edinburgh, EH14 1RL no later than 12 noon on the closing date stated.

If you feel you have the skills and experience to become our Domestic and you'd like to work with a prestigious and well established company working in a person-centred culture that puts people at the heart of all we do, then we'd like to hear from you.

Trust is an Investor in People Gold accredited employer, a Leader in Diversity and a great place to work.

Trust Housing Association is a Registered Scottish Charity- SC009086



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Trust Housing Association Ltd Job Description



POST:
Domestic

LOCATION:
Development Based

PURPOSE OF JOB

To ensure a high standard of cleanliness throughout the development.

MAIN DUTIES & ACTIVITIES

To ensure that all areas of the development, which may include tenants' homes, are maintained to a high standard of cleanliness.

To work under the supervision of the Supported Housing Co-ordinator, Sheltered Housing Co-ordinator or Housing Care Manager and to liaise with other staff members.

To adhere to Health and Safety at Work Regulations including Control of Substances Hazardous to Health 2002 regulations.

To work in a safe manner, utilising appropriate Personal Protective Equipment, where required.

To ensure safe storage of cleaning chemicals and equipment.

Through ordering, maintain adequate stocks of cleaning chemicals, paper products and equipment.

To participate in team meetings.

To respect individual tenants' rights.

To prepare for and participate in the support and supervision programme.

To adhere to the policies and procedures of the Association and ensure that all cleaning activities are undertaken in line with these procedures.

To understand and support the aims and objectives of the Association, including tenant rights and choices.

To undertake any other relevant duties as are considered appropriate to the post.

When required, to have responsibility for the building and for responding to emergency situations.



EQUALITY, DIVERSITY AND INCLUSION (EDI)

Trust is an Investor in Diversity organisation and as such we seek to promote equality, inclusion and diversity in all that we do.

You will be required to:

- Be aware of and engage with Trust' EDI Strategy and Policies, IID and LID action plans surveys, induction & review sessions and focus groups.
- Contribute to EDI discussions in team meetings and share updates and case studies
- Ensure your EDI training is up to date
- Attend EDI learning and networking events
- Access where relevant, EDI information on Trust's intranet
- Be clear of your responsibilities for EDI as a staff team member and the expected behaviours and values set by Trust
- Challenge any inappropriate behaviour, bullying or harassment and discrimination and report it through the appropriate channels.

REPORTING ARRANGEMENTS

The post holder reports to the Supported Housing Coordinator, Sheltered Housing Co-ordinator or Housing Care Manager.



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PERSON PROFILE AND SPECIFICATION

Skills & Abilities	Essential	Desirable
Enjoy working in a service environment	✓	
Have enthusiasm and a flexible “can do” attitude	✓	
Have the ability to work as part of a team	✓	
An understanding of the needs of older people	✓	
Education, Qualifications, Training & Development	Essential	Desirable
Academic qualifications are not essential however; the post holder must be able to communicate verbally and in writing in a clear and accurate manner.	✓	
Possess COSHH Training		✓
Willingness to undertake appropriate training for the post.	✓	
Other factors and attributes	Essential	Desirable
Satisfactory references and Disclosure Scotland Clearance	✓	
Have the confidence to manage stock levels through effective stock ordering with our nominated supplier	✓	
Equal Opportunities	Essential	Desirable
This organisation is working actively to promote equality of opportunity both in its employment practices and in the delivery of its services. It is essential that the post holder is willing to work in accordance with existing policies and Codes of Practice.	✓	



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