



Assistant House Manager

Treetop House and Magnolia House, Sheffield

Hours: Part-time 24 hours per week

Preferred times: 9.30am -4pm Monday, Wednesday, Friday and Sunday

There may be some flexibility regarding hours, start and finish times for the right candidate.

The Sick Children's Trust runs free 'Home from Home' accommodation for families with seriously ill children in hospital. We are looking for a part-time Assistant House Manager who is hardworking and has excellent people skills to join our team supporting families at the Sheffield Children's Hospital.

This is a very varied role. Duties include: welcoming families, preparing rooms for families and carrying out light domestic work, liaising with ward staff, daily administration tasks, and fundraising activities.

You will ideally have experience of working in a care or social environment and office experience which has given you a good grounding in producing correspondence, written and figure work. You would need to be happy to work as part of a team but also with minimal supervision. It is paramount that you have strong interpersonal skills, and able to communicate clearly and assertively, but also able to maintain sensitivity and respect at all times.

Enhanced DBS check required.

To apply please send your CV and a covering letter setting out why you are suitable for the role, to:

Ann Wyatt, House Manager.

Email: Ann.Wyatt@sch.nhs.uk and cc to sandra.peckham@sickchildrenstrust.org

Closing Date: Friday 4th May 2018

Shortlisted candidates will be contacted within 2 weeks of the closing date.