

Assistant House Manager

London: Guilford Street House (WC1N) and Rainbow House (WC1X), and occasional cover in Stevenson House (E12)

Hours: Part-time post of 16 to 20 hours per week

The Sick Children's Trust is the charity that gives families with a seriously ill child in hospital a comfortable place to stay and a friendly ear to listen in one of our ten 'Homes from Home'. Hospital can be a lonely and scary place for anyone, but especially a child. By providing families with somewhere to stay together just minutes from their child they have one less thing to worry about.

We are looking for an exceptional person to join our London team as a part-time Assistant House Manager. The right candidate will be hardworking and have excellent people skills to join our team supporting families at The Royal London Hospital and Great Ormond Street Hospital.

There is some flexibility regarding working days together with start and finish times for the right candidate, but essentially, we need someone with flexibility to work in any one of our three London houses as and when required.

This is a very varied role. Duties include welcoming families, preparing rooms for families which includes washing and ironing, carrying out light domestic work, liaising with ward staff and the Accommodation Team, daily administration tasks and fundraising activities.

You will ideally have experience of working in a care or social environment and have office experience which has given you a good grounding in producing correspondence, both written and in the form of spreadsheets requiring basic data entry skills. You would need to be happy to work as part of a team but also with minimal supervision when required. It is paramount that you have strong interpersonal skills, and are able to communicate clearly and assertively, but are 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 Human Resources. Email: recruitment@sickchildrenstrust.org and cc: sandra.griggs@sickchildrenstrust.org

Closing Date: 1 March 2020

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

Applications will be considered on receipt, so potential candidates are encouraged to apply early.