

Assistant House Manager

Location: Acorn House and Chestnut House, Cambridge, CB2 0QQ

Hours: Full-time (with flexibility, ideally 8am-4pm)

We are looking for an exceptional person to join our Cambridge team. There is some flexibility regarding 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 full-time Assistant House Manager who is hardworking and has excellent people skills to join our team supporting families at Addenbrooke's Hospital and The Rosie Maternity Hospital, Cambridge.

This is a very varied role. Duties include:

- Welcoming families
- Preparing rooms for families (Changing beds, Ironing, laundry)
- Carrying out light domestic work
- Liaising with ward staff
- Daily administration tasks
- Fundraising activities

You will ideally have experience of working in a care or social environment, or have office experience which has given you a good grounding in working with people and carrying out administrative tasks. You will need to be happy working as part of a team but also with minimal supervision. 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 recruitment@sickchildrenstrust.org

Closing date 26 September 2022