

Job Advert

Assistant House Manager

Hours: Part time, 12/14 hours per week, specifically Tuesdays and Thursdays with a degree of flexibility to cover if required (A/L, absence)

Location: Cambridge

Want to make a difference to a family in need? Happy to change a bed and do laundry? Want to feel proud about your work? Apply to join our team!

The Sick Children's Trust provides free accommodation to families so that they can be close to their seriously ill child in hospital.

In a recent staff survey, staff believed our charity made a difference to families and were proud to work for the charity.

We are looking for an Assistant House Manager to help run two of our houses. Acorn and Chestnut Houses are located at Addenbrooke's and Rosie Maternity Hospitals.

You will work closely with our House Manager to ensure:

- The house is run to a high standard ensuring families have a welcoming, clean and safe place to stay
- Rooms are ready for families to stay – this will include light domestic duties on a daily basis e.g. changing beds, laundry, ironing and tidying communal areas
- Families are supported sensitively
- Daily administration is carried out accurately and on time and confidentiality is maintained
- Good relations with colleagues and hospital staff
- Fundraising and promotion of the charity locally

Ideally, you have experience of working with people and some office skills. This could include care, health, social, office domestic or retail work.

Whatever your background and work experience, you are:

- A good team worker with a "can do" attitude and able to work with minimal supervision
- Happy to carry out domestic duties as required

- Organised and able to complete checks and paperwork accurately and on time
- A strong verbal communicator and have appropriate empathy and sensitivity when supporting a family
- Approachable and professional
- Able to carry out basic administrative and IT duties – emails and inputting data and producing standard letters.(some training provided)

Enhanced DBS check required.

Further information about the role, staff benefits, and our organisation may be found in our recruitment pack.

To apply please send your CV and completed questionnaire to recruitment@sickchildrenstrust.org

Applications will be reviewed as they are received, so early application is advised.
Closing date: 30 March