

Part-time Assistant House Manager (12 hours per week)

Good people skills? Part time hours? Some admin skills? Happy to iron and clean? We welcome an application from you to join our team.

Job title: Assistant House Manager

Hours: 12 hours per week

Times: 12 hours on Tuesdays and Thursdays but flexibility for more hours

Location: Acorn House, Cambridge

Reports to: House Manager

The Sick Children's Trust is the charity that provides welcoming 'Homes from Home' where families with a sick child in hospital can stay. But we're more than bricks and mortar, our friendly, caring staff are there to support families when they really need it.

Our house staff are proud about what they do and are key to this support.

You will essentially work to ensure the house is kept clean and ready for visiting families and that they have a safe place to stay a short distance away from their child.

Duties will include:

- Preparation of rooms for new families
- Laundry and ironing
- Regular checks to ensure the house is well maintained, clean and meets all regulations e.g. health and safety requirements.
- Welcoming and registering families who stay
- Liaising with hospital staff
- Basic administration tasks
- fundraising

Our existing staff come from a variety of backgrounds such as: retail, office work, hairdressing, childcare and care assistants. What they all have in common is:

- compassion,
- strong interpersonal skills
- a can do approach to work
- happy to carry out domestic tasks
- a team player

This is a role where no two days are the same. It can be emotional but so rewarding.

If you are interested, please complete the questionnaire and submit along with your CV to recruitment@sickchildrenstrust.org

Applications will be reviewed on an on-going basis and therefore early applications are advised.

Closing date 24 May 2024