

HOUSE KEEPER AND HEALTH AND SAFETY OFFICER

JOB DESCRIPTION

Job Title	House Keeper and Health and Safety Officer
Salary:	£20,972 per annum pro rota £11,336 per annum actual wage
Hours:	20 hours (to be worked over 3 weekdays)
Responsible to:	Responsible to: Services Manager or Assistant Services Manager, Chief Executive and Staffordshire Women's Aid Board of Trustees.
Job Purpose	This role will be based at Staffordshire Women's Aid's Refuge accommodation in Stafford. To be responsible for health and safety checks across all refuge properties. Cleaning and maintenance of communal areas of the refuge and preparing flats for new families.

This post is open to female applicants only as being female is deemed to be a genuine occupational requirement under Schedule 9, Paragraph 1 of the Equality Act 2010

JOB DETAILS

Core Functions, Duties & Responsibilities

Core Requirements:

- To work as a committed member of the Staffordshire Women's Aid team.
- To support the aims, values and working principles of Staffordshire Women's Aid, and to work in alignment with Staffordshire Women's Aid's Policies and Procedures.
- To take all possible steps to ensure the safety and confidentiality of the service users, staff, volunteers, and management of Staffordshire Women's Aid.
- To promote equality and value diversity.

DUTIES AND RESPONSIBILITIES OF THE POST

- Be responsible for the health and safety checks across all refuge properties. This includes carrying out fire safety checks and managing and reporting any maintenance issues.
- Ensure all emergency lighting in communal areas and passages are working and carry out Fire Marshall Duties where necessary. Weekly fire alarm checks and regular fire drills to be carried out and recorded.
- Clear record keeping of health and safety checks, reports and action plans.
- Maintenance and cleaning of all refuge communal areas, ensuring communal areas are safe and hazard free.
- Prepare flats for new families moving into refuge. This includes the clearing, cleaning, flat itinerary checks, replacements, reporting repairs and general set up in a timely manner.
- Fortnightly flat checks of all refuge flats including dispersed flats. This includes health and safety checks and ensuring all furniture and white goods are in good working order and that the flats are in a fair state of cleanliness and repair.
- Organising donations and food bank. Including date checks of food stock and rotation of clothing and other donations.
- General refuge office duties. These could include answering the phones and doors.
- Managing stock levels and reordering replacements as required such as bedding, furniture, beds, kitchen utensils and white goods.
- Work flexibly to allow us to offer the best service possible to service users.
- Attend team and service meetings as required and collaborate with colleagues in achieving organisational objectives.

Variation Clause

Staffordshire Women's Aid reserves the right, following consultation with the member of staff, to vary, add or alter any of the terms and conditions of employment attached to this post.

This job description will be reviewed annually and may need to be revised according to the priorities of current workload with the agreement of the Board of Trustees and the CEO.

The performance of the post holder will be monitored through regular supervision by the line manager and reviewed at each annual appraisal.

General Information and Conditions of Service

- 5 weeks holiday (pro rata) per year, plus statutory holidays.
- Staffordshire Women's Aid contributes a sum equivalent to 3% of the annual salary to the company pension scheme following successful completion of 3 months probationary period, and subject to staff contribution as part of auto-enrolment.
- Overtime is unpaid; time of in lieu is to be taken in consultation with line manager.

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PERSON SPECIFICATION

Criteria:		Essential	Desirable
Experience:	Experience of, or willing to undertake training in, Health and Safety. Including undertaking and recording regular H&S checks and responding to identified problems or issues as they arise.	✓	
	Ability to be a valuable team member, whilst being able to lone work and take responsibility for specific duties.	✓	
	Experience of working for a charity or in the third sector.		✓
Knowledge & Understanding:	Understanding of the risks to victims of domestic violence and sexual violence living in refuge and the trauma they have, or may still be, experiencing.	✓	
	A commitment to equality and diversity and practice in the workplace.	✓	
	Willingness to achieve high standards of safety and support.	✓	
	A strong understanding for the need for confidentiality in order to keep the refuge and the residents safe.	✓	
	Willingness to attend domestic violence and sexual violence awareness training.	✓	
Skills:	Good practical skills for reporting of emergency maintenance requirements.	✓	
	Good communication and literacy skills.	✓	
	Sense of humor.		✓
	Good organisational skills	✓	
	Flexible approach.	✓	
	Clean and full driving licence and access to own vehicle.	✓	
	Please be aware that this is a physical role that involves lifting and carrying various items.	✓	