



Thank you for showing interest in working for Age UK Bromley & Greenwich. We are an independent local charity and have been working in the community to help older people for over 50 years.

With nearly 80 staff and over 250 volunteers we provide support to clients across both Boroughs.

We work in partnership with BTSE helping to deliver the Bromley Well project as well as BLG Mind working on Dementia Services and Oxleas providing Care Navigation.

Vision:

To make Bromley and Greenwich places where all can enjoy later life.

Mission:

Age UK Bromley & Greenwich will be the voice of older people in both boroughs. We will work with older people to enable, support and connect. We will promote independence and well-being.

Values:

Equality - We value diversity and strive to give equality of opportunity. We believe that the organisation and society is enriched by its diversity.

Respect - We respect the life histories of our staff, volunteers and clients. We believe in their potential and we will help to realise their ambitions.

Creativity - We encourage innovation in the solutions we adopt.

If you stand for our vision, mission and values and match the criteria in the below job specification we would love to hear from you.

A handwritten signature in black ink, appearing to read "M. Ellison".

Mark Ellison
Chief Executive

Job Title: CLIP IT NAIL CUTTING ASSISTANT

Hours: 19.5hrs per week worked over 3 days

Salary: £12,117 - £13,182 DOE

Location: Bromley & Greenwich

Reporting To: Clip-it and Sitting Service Coordinator

Job Purpose: To provide a simple and professional toenail / fingernail cutting service. Our Assistant's carry out their duties in the following clinic locations:

- Community House, South Street, BR1.
- St John's Church, Beckenham, BR3.
- Age UK office, Eltham, SE9.
- Saxon Day Centre, Orpington, BR6.
- Richard Neve House, Plumstead, SE18.
- St. Mark's Church, Biggin Hill, TN16.

Due to the way the service operates, and the part-time nature of this position, the successful candidate will not be required to work at all of these clinics each week. However, they should ensure that they can travel to each of these clinics if required to meet the needs of the business.

A CPD Certified Training Course in Nail Cutting and Nail Care will be offered to the right candidate.

Key Responsibilities:

- ♦ To provide nail care for clients adhering to the infection control procedures and process set out in the training manual for:
 - Simple cutting of toenails
 - Simple cutting of fingernails
 - Filing of nails
 - Application of simple dressings or lotion as required
 - Advice on general foot care hygiene i.e. washing feet
- ♦ To act in line with the values of Age UK Bromley & Greenwich, including always treating clients with dignity and respect during their appointments.

- ◆ To follow and adhere to all policies, procedures and protocols in relation to the health, wellbeing and safeguarding of clients and staff.
- ◆ To use Age UK issued IT equipment to view appointment details and ensure all necessary updates and rebooking's are logged and recorded on to the Clip-it MS Outlook Calendar and CharityLog database.
- ◆ To record and complete accurately and promptly records, client consent forms and other related paperwork in the format required. Once complete, return the client paperwork to the Service Administrators and collect Daily Appointment Sheets from them.
- ◆ At the end of the appointment to take and record the payment from the client and give the client a receipt. Deposit the cash/cheque payments into the bank weekly.
- ◆ At the end of the appointment to arrange a suitable rebooking for the client for a clinic appointment at either 8,10 or 12 week intervals as appropriate.
- ◆ To refer clients who do not meet the Age UK Bromley & Greenwich criteria to the Services Administrators for an appointment with a Podiatrist registered with the Health Professions Council (clinic or home visit available) or for referral back to Bromley Healthcare Podiatry Services.
- ◆ At the end of each week to ensure that all finance paperwork, client appointment sheets and receipts are brought back to the office for processing.
- ◆ To report to the Clip-it Coordinator immediately any safeguarding matters or other concerns in relation to clients seen.
- ◆ To reach your clinic location with plenty of time before your first appointment so that you have sufficient time to prepare your clinic in advance of starting work.
- ◆ To attend monthly supervision meetings with the Clip-it Coordinator.
- ◆ To have a full UK driving licence and have use of a car during working hours so that you can transport all equipment needed to your clinic.
- ◆ To wear your ID badge and have the mobile phone switched on at all times when working, and to wear the uniform provided when providing Clip-It Services.
- ◆ To undertake any further relevant training as needed.
- ◆ At all times to uphold the professional integrity and reputation of the Charity and represent their main interests in any dealings with other bodies, groups and individuals.

Person Specification:

Experience	Essential / Desireable
Care Assistant background and experience	D
NVQ Level 2 in Health & Social Care	D
Willingness to enrol on CPD Certified Training Course in Nail Cutting and Nail Care.	E
Excellent customer care skills and empathy with older people	E
Excellent organisational skills	E
Flexible approach within the workplace	E
Able to use own initiative	E
Energetic and enthusiastic approach to work	E
Previous experience or understanding of health and safety standards	E
Flexible attitude and ability to travel throughout both Boroughs	E
Good team player	E

Person Specification:

Experience	Essential / Desireable
Good communication skills	E
Reliable and good time keeping	E
Caring, patient and calm manner to work with a diverse range of people	E
Knowledge and experience of using IT equipment and MS Office suite of applications	E
Experience of inputting information into a Database	D
Ability to travel across Bromley and Greenwich boroughs	E
Full UK driving license and use of own transport	E

Holiday: 27 Days per annum pro rata (2 to be allocated over Christmas) as well as Bank Holidays pro rata

Pension: All eligible employees are automatically enrolled into our scheme with The Pensions Trust, contributions are in line with the government's minimum standards currently 5% employees, 3% employers

Hybrid Working: Consideration will be given to any hybrid working requests although it may not be appropriate for all services. This is subject to you spending a minimum of 2 days a week in your designated office for full time employees, and pro rata for part time employees.

Employee Assistance Programme: LifeWorks will provide you with a confidential programme and innovative well-being resource. It is designed to help you with all of life's questions, issues and concerns. Lifeworks offers support with mental, financial, physical and emotional well-being, any time, 24/7, 365 days a year.

This job description is intended as a summary of the main elements of the job described. They may be varied from time to time in consultation with the job holder without changing the general character of the duties or the level of responsibility entailed.

If you have any questions please contact our HR department:

hr@ageukbandg.org.uk

020 8315 1862