

Job Description

Job Title	Home Support Worker – Cleaner
Hours of work	Variable hours contract between 10 to 25 per week
Salary	£12.87 (WEF 1.4.26)
Working pattern	Flexible hours, Monday to Friday, 8.30am to 6pm
Place of work	Clients Homes throughout Exeter
Annual leave	6 weeks
Status	Part time, permanent variable hours
Benefits	• Company Pension • Free on-site parking • Blue Light Card • Regular Clinical Supervision (where relevant to role)

Job Purpose

To provide general household/ domestic tasks on a regular basis within Age UK Exeter's client's homes.

Responsible to

Head Of Service – Community, Outreach, and Wellbeing

Main Duties

- Tasks will include: - cleaning bathrooms and kitchens. Vacuuming, sweeping & mopping floors. Dusting & polishing of furniture. Changing the beds, laundry & ironing. Collecting shopping and running errands. Other household tasks as agreed.
- To make a risk assessment of the risks and hazards present in any environment where you are working with a client and to make competent decisions regarding their management to secure the safety of yourself, your client and others.
- To keep in regular contact with the Enabling Office team, reporting any concerns at the earliest opportunity, adhering to any deadlines.
- To make working arrangements with the Enabling team and clients to ensure that your overall work timetable fits together and that clients receive services at times that are convenient and appropriate to them.
- To use a work mobile handset to ensure that the required visits are completed and signed off by you, thereby contributing to effective administration and evaluation of the service.
- To participate fully as a member of the enabling team, covering for absent team members, attending staff training, regular staff meetings and supervision that may be outside of normal hours.
- To undertake any other duties commensurate with the post.

There is no personal care with this role.

Other Duties

This job description is intended as a guide to the general duties required of the post. The post holder may be required to undertake training and perform duties other than those given in the job description. The duties and responsibilities attached to posts may vary from time to time. Such variations are a common occurrence and would not justify the re-evaluation of a post. Where a permanent and substantial change in the duties and responsibilities occurs, then the post would be eligible for re-evaluation.

Disclosure and Barring Service (DBS)

This role requires an enhanced DBS check.

This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore applicants are required to declare:

- All unspent cautions and convictions
- All adult cautions and spent convictions that are not protected (i.e. that are not filtered out) as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2020).

For further information on filtering please refer to Nacro guidance, the Disclosure and Barring Service (DBS) guidance or Ministry of Justice (MOJ) guidance (see, in particular, the section titled 'Exceptions Order').

We recognise the contribution that people with criminal records can make as employees and volunteers and welcome applications from them. A person's criminal record will not, in itself, debar that person from being appointed to this post. Any information given will be treated in the strictest confidence. Suitable applicants will not be refused posts because of offences which are not relevant to, and do not place them at or make them a risk in, the role for which they are applying. All cases will be examined on an individual basis.

Equal Opportunities

All employees have a responsibility to understand and abide by the obligations laid down in the organisation's equal opportunities policies.

Health and Safety

All employees have responsibility for their own health and safety and for that of others who may be affected by their acts or omissions. Staff members are required to adhere to all health and safety regulations, guidance and procedures at all times.

Confidentiality

All employees are expected to respect confidentiality in relation to Age UK Exeter business, client and service user data.

How to Apply

Please email info@ageukexeter.org.uk for an application form or ring 01392 455606. Completed forms can be emailed or sent to The Sycamores, Mount Pleasant Road, Exeter EX4 7AE

Person Specification

Essential Criteria
• An understanding of, and sensitivity to, the needs of older people. • Respect for older people. • Able to work on own initiative: awareness of when to seek further support or guidance. • Understanding of confidentiality issues. • Understanding of risks and hazards. • Confidence in handling money and other official/ formal paperwork. • Warm, friendly personality with non-judgemental attitude. • Full driving licence and access to a car.