



Abbeyfield Bristol and Keynsham Society

General House Manager Hanham, Bristol

We're now recruiting for a House Manager to join our friendly team in our lovely supported living house for older people (maximum capacity: 20) in Hanham, Bristol.

Interested? Contact us now to find out more about this great opportunity!

The position is a permanent one but is subject to a three-month probationary period.

The House Manager is responsible to the Society's Trustees through its Chief Executive and Officers.

Principal Duties:

1. To keep a caring and supportive eye on residents, liaising as appropriate with:
 - Domiciliary care services
 - Relatives
 - Primary health care professionals
 - Hospitals
 - Registered Residential Care or Nursing Homes
 - The voluntary House Committee
 - New residents
2. To be responsible for the staffing rotas for the house, and in the case of sickness or holiday, to arrange cover for the all day/night support, kitchen and domestic staff, to ensure an adequate complement of staff at all times.
3. To oversee the smooth running of the kitchen, ensuring that staffing levels and hygiene standards are maintained, that all relevant paperwork is completed by kitchen staff, that invoices are checked carefully for price increases etc and signed, and that copies are sent to the office for payment (NB. The kitchen staff has responsibility for menu planning, ordering supplies, and quality and waste control).
4. To ensure that the cleaning schedule of residents' rooms and communal areas is satisfactory and to supervise the domestic staff, ensuring the highest standards of cleanliness are maintained.
5. To liaise with the Abbeyfield office and the House Committee with regard to the visits of prospective new residents to the house.
6. To ensure effective supervision, appraisals and communication with all staff.

7. To organise and promote a varied and stimulating programme of activities for the residents.
8. To undertake any other ad hoc duties required by the House Committee or the Society's Chief Executive.
9. To maintain strict confidentiality at all times in Abbeyfield matters.
10. To ensure the safety and well-being of residents at all times, and to review procedures continually to maintain the very highest standards of support.
11. To act in the best interests of Abbeyfield and its residents at all times.
12. He/she will also have responsibility for:
 - Liaising with the Abbeyfield Office to ensure accurate payment of staff wages and to ensure accurate payment of household invoices
 - Accurate management of Petty Cash, in conjunction with the Abbeyfield Office
 - Staff supervision, and overseeing staff training and development
 - Dealing with personal administration for residents, as appropriate
 - Health & safety and food hygiene matters
 - Fire prevention/precaution and maintaining fire safety records
 - Maintaining all necessary paperwork (e.g. accident book, fire checks, support plans, admission forms, medication, hospital admission forms, risk assessments, accident forms etc.).
 - Overseeing the ordering of janitorial supplies (toilet rolls, cleaning materials etc.)
 - COSSH sheet updates
 - Ensuring the fabric of the building is well-maintained and liaising with the Property Manager, the handyman and the Abbeyfield office as appropriate
 - Liaising with the handyman regarding the upkeep of the house and any repairs
 - Overseeing the upkeep of the front and back gardens, and liaising with the gardener as appropriate

Terms of Employment:

Hours of Work

40 hours per week (weekdays) to include ½ hour for lunch. You are entitled to a hot meal whilst on duty.

Monday – Friday 9.00 am – 5.00 pm

(The House Manager is required to remain on the premises during these periods).

Remuneration

Salary: between £22k and £25k per annum, depending on experience, plus an attractive pension scheme

Holidays

28 days per annum to include bank holidays, pro rata for those working part-time.

Our ideal candidate will:

- Hold a Level 3 Chartered Managers Institute certificate (or similar qualification) or be able to undertake this qualification whilst in post.
- Be able to demonstrate caring attributes and a keen understanding of the challenges older people face.
- Be a great team player but also evidence experience in managing staff.
- Be able to demonstrate reasonable computer literacy and able to use Microsoft Office including Word, Excel and Email.
- Be extremely organised and able to multi-task effectively
- Be a self-starter, able to work on your own initiative and be clear on what has to be done
- Be fully aware of confidentiality issues and able to act appropriately
- Be able to plan, prioritise and take action accordingly
- Be sympathetic to Abbeyfield's charitable objectives and status
- Have excellent communication skills and be confident in dealing with people
- Have great time management skills, and be able to be flexible in their working patterns
- Have the ability to stay calm, composed and diplomatic at all times

Please note: Any appointment will be conditional upon a satisfactory Enhanced Disclosure from the Disclosure & Barring Service to comply with Government legislation.

Deadline for applications:

21 July 2017

Contact us to find out more:

- **email us:** e-mail@abbeyfield-bristol.co.uk
- **call us:** 0117 973 6997
- **write to us:** Abbeyfield Bristol and Keynsham Society, 29 Alma Vale Road, Clifton, Bristol BS8 2HL

To find out more about us and what we do, please go to www.abbeyfield-bristol.co.uk