

## **JOB DESCRIPTION**

**TITLE OF JOB:** Supported Accommodation Cleaner

**SERVICE:** Stopover Supported Housing

**LOCATION:** Brighton & Hove and Worthing

**REFERENCE NO:** SAC/Feb25

**CLOSING DATE FOR APPLICATIONS:** 3<sup>rd</sup> February 2025

**INTERVIEW DATE:** Week commencing 10<sup>th</sup> February 2025

**HOURS PER WEEK:** 25 hours per week

**TEMPORARY/PERMANENT:** Permanent

**SALARY BAND 1, SCALE POINTS 5-7, SALARY** starting at £23,252 per annum pro rata / £12.05 per hour (i.e., final gross salary will be £15,710 per annum), paid monthly by Automated Credit Transfer on 25<sup>th</sup> of each month.

**HOLIDAY ENTITLEMENT:** 27 days pro rata per annum, plus 3 extra days at Christmas and the usual statutory holidays.

**ACCOUNTABLE TO:** Stevie Graves - Head of Supported Housing

**LINE MANAGED BY:** Tina O'Connell - Stopover Team Leader

**RESPONSIBLE FOR:** To provide cleaning services across housing projects within Brighton & Hove, and Worthing. Includes weekly clean, deep clean on a cyclical basis and cleaning prior to re-let of accommodation units.

**For an informal chat about the job, please ring** Stevie Graves Head of Supported Housing on 01273 603775.

**This post is exempt from the Rehabilitation of Offenders Act (1974) and the successful applicant will be subject to an Enhanced Disclosure & Barring Service (DBS) check.**

**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.**

## **BACKGROUND AND AIMS OF IMPACT INITIATIVES**

*Providing a voice, hope and change for Sussex people in need.*

Impact Initiatives was founded in 1978 to resolve the social issues that Brighton and Hove communities were facing at the time. Our founders were a diverse collection of individuals who cared enough about community issues to come together and take action against the injustices they saw on their doorstep. Over the years Impact has grown and evolved as an organisation but what has never changed, is that we continue to provide a voice, hope and change for the people who need it most.

Today our services work tirelessly to support, champion and inspire children, young people, adults with disabilities and older people. Ultimately, we believe that everybody should have the opportunity to be the best they can be. Our vision is for Sussex people of all ages to reach their potential, living healthy and fulfilling lives.

Impact's model of having a Central Team - who provide expertise in finance, HR, IT and facilities, health and safety, and business development - ensures each of our specialist teams can focus on excellence in individual service delivery and development. We employ around 100 staff who are supported by a team of volunteers and currently work with over 10,000 people each year.

## **ABOUT SERVICE**

Stopover Supported Housing was established over thirty-five years ago to provide accommodation with support to young vulnerable women in Brighton & Hove. Over the last eight years we have expanded from two to nine houses in the city, in addition to two houses in West Sussex.

## **MAIN TASKS**

1. To provide weekly cleaning of hostel type accommodation on an agreed schedule
2. To provide cyclical or deep cleaning quarterly on an agreed schedule
3. To clean accommodation units prior to re-let

## **GENERAL**

4. To work within the project and organisational policies and procedures.
5. To attend regular supervision sessions and meetings as required by the Team Leader. To attend regular staff meetings and monthly 'all projects' meetings. To

attend 'Impact days' as required. To attend training events as relevant to your service area.

- 6.** To be aware of the needs of other workers, paid or unpaid, and contribute positively to a supportive working environment.
- 7.** To comply with and implement Impact Initiatives Equal Opportunities Policy and any specific policies and procedures designed to promote and monitor equal opportunities.
- 8.** To comply with and implement Impact Initiatives Health and Safety Policy and Procedure relating to the specific activities on which you are employed. Generally, to take reasonable care for health and safety of all those affected by this work.
- 9.** To undertake any other duties, as appropriate to the character of this work and as requested by the Head of Housing as reasonably required.

## PERSON SPECIFICATION

Skills and Abilities	Essential	Desirable
Excellent organisational skills to plan and execute a cleaning workload.	✓	
Ability to deal with challenging behaviour.	✓	
Ability to empathise with the support needs of the client group.	✓	
Understanding of trauma informed care.		✓
Knowledge/Experience		
Experience of cleaning within a social care environment.		✓
Experience of managing own workload.		✓
Understanding of health and safety in respect of chemical risks.		✓
Qualifications		
Expectation to undertake health and safety training.	✓	