**Cleaner/companion required in Bury St Edmunds, Suffolk**

**11 hours available per week**

**Mondays, Wednesdays and Fridays**

**£12.21 per hour**

**Job reference: 5096**

**Job description**

*Although this job description is correct at present, it may change from time to time after negotiation with the post holder.*

*Must have the right to work in the UK to apply for this role, sponsorship not available.*

**About me**

I’m a 57-year-old disabled lady and full-time wheelchair user. I live in a bungalow with my husband, cat and 3 large dogs. I’m friendly, bubbly, accepting and try my best to be non-judgmental and positive. I enjoy sewing so I make quilts, cushion covers and handbags. I also enjoy gong to track days at Snetterton with my husband and friends. I have a fairly large circle of friends and enjoy an active social life.

We have 4 grandchildren, the eldest being 4 years old and the youngest being 5 months, who visit often and occasionally sleep over. We are a vaping household and allow friends to smoke if they wish, so the right applicant would need to be comfortable with this.

I’m looking for someone who can keep me company whilst my husband attends to tasks outside the home such as shopping, going to the bank, walking the dogs etc. You would also take on the domestic work I find difficult to do from a wheelchair and support me with some light personal care such as helping me into the shower, painting my nails and fiddly things like necklace clasps, earrings etc.

You will be responsible to myself and my husband. No previous experience is necessary; however, I’d prefer the successful applicant to ask me if they’re unsure of anything. As you are likely to witness sensitive situations, confidentiality is extremely important, and we would expect our employee to not discuss these situations outside of work. We’d also rather employees don’t use their mobile phones except in emergencies or if previously arranged with us.

**Main Duties and Responsibilities:**

* General housework (washing up, cleaning the kitchen, dusting, hoovering, washing, emptying bins, cleaning the bathroom including the toilet, tidying bedrooms).
* Helping keep the garden tidy (sweeping paths, cleaning the BBQ, disinfecting the patio where the dogs have been, general gardening).
* Helping to keep the van clean inside and jet washing the outside.
* Assisting with personal care, helping me transfer in the shower, doing my nails etc.
* Helping with sorting out cupboards, dropping items off at the recycling centre (e.g. clothes, glass etc.)
* One-off Spring cleans
* Being present so I can safely watch my grandchildren and possibly joining us on trips to the park.

**Personal Specification**

*(refer to these when submitting your application)*

**Essential Criteria**

* Can adhere to the training already in place for my dogs
* Able to work on own initiative
* Maintains our privacy as a family

**Desirable Criteria**

* Driving license in order drive my Wheelchair Accessible Vehicle (and over the age of 25 for insurance purposes)

**Summary terms and conditions**

* Hours, days and times of work:
	+ 11 hours per week
* Pay rate: £12.21 per hour
* Annual leave: The annual holiday entitlement for this position will be equivalent to the work normally done during 5.6 weeks (statutory entitlement).
* Expenses: You will be reimbursed for prior agreed expenses incurred as part of the role.
* Sick pay: I do not operate a private sick pay scheme but provided you meet the eligibility criteria, you may be entitled to Statutory Sick Pay (SSP).
* Pension: I do not operate a private pension scheme but I will fulfil my statutory obligations via the [NEST](https://www.nestpensions.org.uk/schemeweb/nest/about-pensions.html) pension scheme.

**The post is subject to the following**

* Background check: A satisfactory Enhanced with Barred List Disclosure and Barring Service check is required for this position.
	+ *If you have been convicted of a criminal offence, please send these details to SIL in a separate email or in a sealed envelope together with a stamped addressed envelope. This will not be shared unless you are shortlisted for the post.*
* References: If successful, you will be required to provide details of two referees, one of which must be your current or most recent employer, or character references if you have not been employed
* Trial period: This post is subject to a probationary period of 3 months.

**How to apply**

If you wish to apply for this position, please complete an **application form** and return it to SIL, quoting the job reference number **5096**.

**Please refer to the job description.**

**Online form**: <https://www.suffolkindependentliving.org.uk/application-form-1>

**Email**: suffolk@silmail.org **Telephone**: 01473 603876

**Post - Address**: SIL, Unit 21, IP City Centre, 1 Bath Street, Ipswich, IP2 8SD