

JOB PACK

Scheme Domestic



Creating homes.
Building lives.



Jigsaw

ABOUT US

We are one of the largest housing groups in England with more than 37,500 homes across the North West and East Midlands. Jigsaw Homes Group creates new and exciting opportunities for tenants and customers.

We provide quality, low-cost housing and play a wider role in making sure our residents thrive in their homes and benefit from living in healthy, sustainable communities.

We are well placed to respond to challenges including welfare reform, poverty and social exclusion and are committed to tackling the housing crisis and homelessness by building more affordable homes for people to rent and buy.

As a sector leader, we will also innovate and inspire, driving technology and efficiency through new products and services. We strive to be a top housing provider and an employer of choice. We look forward to working with you.

JOB DETAILS

Location:	Over 55's / Extra Care Schemes
Holidays:	24 days leave per annum plus 3 days for Christmas closure (based on a 5-day working week) plus bank holidays, plus additional days after 2 years continuous service (to a maximum of 5 days)
Pension:	The Group belongs to the Social Housing Pension Scheme to which the successful candidate would be entitled to join. This is an Employer and Employee contribution scheme.
Jigsaw Benefits:	In return Jigsaw Homes Group offer occupational sick pay, on-site gyms, access to the Social Housing Pension Scheme, BHSF membership, enhanced maternity/paternity leave and training/development opportunities.
Probation period and references:	Please note that any offer made by the Group and subsequent employment is subject to a six-month probationary period and to the Group receiving two satisfactory references, one of whom should be your current or most recent employer.
Mandatory Training:	You will be required to complete mandatory training for your role. This training may take place at any one of our main offices in Ashton-Under-Lyne, Leigh, Miles Platting or Nottingham.
Eligibility to work in the UK:	Successful applicants for posts within the Group are responsible for producing proof of entitlement to work in the UK before employment can commence.
Disclosure barring checks & Medical Clearance:	In addition, any offer is also subject to receipt of a Basic Disclosure from the Disclosure Barring Service confirming suitability & medical clearance from our Occupational Health Provider before appointment. Visit www.jigsawhomes.org.uk/dbs to view the Group's DBS policy statement. Further information about the disclosure can also be found at www.homeoffice.gov.uk/dbs
Diversity:	Jigsaw believes diversity means acceptance and respect for everyone because we appreciate the significant value that individuality can bring. All employment decisions are therefore based on business needs, job requirements and individual qualifications to help create a safe and positive environment for all.

JOB DESCRIPTION

OVERVIEW

Our Housing for over 55's Team is passionate about improving the quality of older people's lives by providing an excellent standard of housing and services. We want people who care as much as we do about delivering an excellent service to our customers and making a difference.

Our schemes are for people over 55 although in some schemes which also have care, the age limit is set at 60 or 65.

Role Summary

To provide a high quality, responsive and customer focused cleaning service to over 55's or extra care schemes and its immediate grounds.

You will carry out a programme of cleaning both internally and externally at the schemes.

You will have a good standard of general education as well as experience in cleaning duties at a large site. Applicants must be able to demonstrate that they are able to undertake the physical aspects of the job.

Responsible To - Scheme Manager

MAIN TASKS OR ACTIVITIES

1. To provide a complete internal and external cleaning service for all communal areas in line with specifications and the rota.
2. The cleaning of internal windows to an agreed and predetermined standard.
3. Maintain adequate stocks of cleaning supplies at all times and notify Line Manager when orders required.
4. To monitor all faults, damage to property and report these to Repairs / Line Manager.
5. To ensure the basic security of the property.
6. To keep accurate records.
7. To arrange for large items of rubbish to be removed.
8. To support colleagues in the promotion of a positive living environment.
9. Manage emergency situations appropriately by following procedures in accordance with the Group's policies and procedures. To seek Managers advice where required.
10. To provide cover in the absence of other Cleaners or Caretakers where requested
11. Follow all Group values and policies and procedures in accordance with the role.
12. Attend Mandatory training when requested to ensure compliance with Group values, policies and procedures.
13. Ensure you work in accordance with the Equality Act 2010 and the Equality & Diversity Policy at all times.
14. Carry out any other duties which may be, from time to time, requested by the Chief Executive, Deputy Chief Executive or Directors commensurate with the position.

Candidate Requirements

Candidate Requirements:

- A good standard of education with qualifications demonstrating basic numeracy and literacy skills; GCSE grade D or above (or equivalent)
- Health & Safety / C.O.S.H.H. Certificate / Awareness of Health & Safety consideration
- Janitorial / Cleaning experience
- Physically able to complete all aspects of role
- Works harmoniously with others, helping to generate a positive team atmosphere

JIGSAW VALUES

As a sector leader, Jigsaw will innovate and inspire, driving technology and efficiency through new products and services.

It strives to be a top housing provider and an employer of choice and this is where we need innovative, forward thinking, diverse and vibrant individuals to join us and help us succeed even further.

Our company values reflect the individuals we want to lead us into the brightest future possible for Jigsaw Homes Group.



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