



HEALTHCARE MANAGEMENT TRUST

Unit 1 Langdon House, Langdon Road, Swansea SA1 8QY  
Telephone: 020 7222 1177 Email: [admin@hmt-uk.org](mailto:admin@hmt-uk.org)  
[www.hmt-uk.org](http://www.hmt-uk.org)

<b>Job Title</b>	Housekeeping Assistant
<b>Department</b>	Facilities
<b>Reports to (job title)</b>	Facilities Manager
<b>Direct and Indirect Reports</b>	No
<b>Job Grade</b>	

### Who we are

At the Healthcare Management Trust, we are obsessed with achieving our **Vision**, *“to be the most innovative and best quality provider of niche health and social care services.”*

Our **Purpose** is, *“to make every contact count, ensuring every resident and patient receives the best possible experience and outcome.*

*We aim to provide services which value collaboration and place our residents, patients and people at the heart of all we do. We will always do the right thing for our residents, patients and people.*

*We will be outwardly connected to the most innovative practices and service offerings in the market. We will do things differently and will be bold with our ambition to change things for the better.*

*We are passionate about what we do and so are our people. Bringing their most authentic selves to work and seeking joy and fun in what we do.*

*We will deliver care and clinical interactions compassionately and tailor them to individual needs.”*

We achieve this by living our business **Values** each and every day:

- We are **caring**
- We are **enterprising**
- We are **resourceful**
- We are **authentic**
- We are **accountable**

As a result, we are able to give back to the people and communities we serve by delivering on our **Charitable Mission** to, *“Provide quality and innovative care solutions to those with complex needs within marginalized community settings.”*



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### What you'll be doing (your job purpose)

To deliver exceptional cleanliness and ensure all Infection Prevention Controls are adhered to, we are looking for a motivated, friendly and flexible individual to join our Housekeeping Team. As an individual with experience in a similar role, you will be well organised and will ensure that cleaning products are used effectively and that the location is clean, pleasant and safe.

### Your key accountabilities and responsibilities

1.	Clean and prepare the areas of responsibility following the required policies and procedures, ensuring that the location is clean, tidy, pleasant and safe for patients and all hospital users.
2.	Deep Cleaning of Clinical and Non Clinical Areas following the Functional Rating, in line with National Standards of Healthcare Cleanliness (2021).
3.	Ensure that appropriate cleaning products are used effectively and that health, safety and infection prevention and control procedures are followed at all times.
4.	Regular WC checks to ensure compliance and high standards.
5.	Correctly and safely prepare, use, clean and store equipment, tools and materials
6.	Make full and proper use of any protective or safety equipment provided
7.	Report any incidents which have led, or might have led to infection
8.	To provide general assistance and support as part of a team.
9.	Promote a high service standard to patients and colleagues
10.	Communicate with patients and relatives in a courteous and polite manner
11.	To complete daily, weekly and quarterly cleaning duties throughout HMT's Hospitals maintaining cleanliness to required standards.
12.	Flexible attitude to work, hours and duties to maintain appropriate cover for the hospitals needs
13.	Assist in providing a safe environment for the safety and welfare of patients and staff by being aware of: <ol style="list-style-type: none"><li>1. Health &amp; Safety at Work Act</li><li>2. Fire Prevention &amp; Management (awareness of hospital regulations)</li><li>3. Infection Prevention Control</li></ol>



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	4. COSHH
14.	Know the correct use and care of cleaning equipment, avoiding wastage or misuse of hospital property. Including the use of scrubber/dryers, vacuum cleaners and floor buffers.
15.	Replenishment of all consumable dispensers for each department; Toilet and Hand Rolls, Hand Sanitiser, Hand Soap etc.
16.	Report any damaged or faulty equipment to the Maintenance Department.
17.	To help maintain a high standard of hygiene.
18.	Provide assistance with special functions when required
19.	Ordering and receiving of stock. (Laundry and Consumables)
20.	Re-stocking of Linen and Housekeeping cupboards
21.	To attend all training appropriate to your position.
22.	Accurate record keeping: Check sheets require sign off for local legislation evidence.

Your knowledge, skills and experience	
Housekeeping/Domestic experience	Essential
Previous experience with in a healthcare setting	Desirable
Work well independently or within a team	Essential
Good communication skills	Essential
Have a good understanding of the English language both spoken and written	Essential
Previous experience of working in a Healthcare environment	Desirable
Knowledge of Health and Safety	Desirable
Knowledge of COSHH	Desirable

Your training and qualifications	
Basic literacy and numeracy skills	Essential
Basic I.T. literacy skills	Essential
Housekeeping/Domestic skills	Desirable

The way we do things at HMT (our Behaviours)
<i>*See Appendix 1 attached</i>



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This job description provides an outline of the role, detailing the main responsibilities and tasks the post holder may be required to undertake. It is not exhaustive, and the post holder may be required to carry out other duties as reasonably requested. The job description may also be updated from time to time to reflect the changing needs of the business

*All staff are required to comply with the organisation's policies, procedures, and standards at all times, participating in mandatory and role-specific training, supervision, and appraisal processes. Staff are expected to uphold a professional approach to work, demonstrating respect, integrity, and accountability in all interactions, and to contribute to a safe environment for patients, residents, colleagues, and visitors in line with Health & Safety regulations. Staff have a duty to safeguard and promote the welfare of vulnerable adults and children, raise concerns in accordance with statutory and organisational procedures, and support the principles of Equality, Diversity, and Inclusion. Confidentiality must be maintained at all times, and information handled in accordance with GDPR and organisational requirements.*

*Staff are also expected to be flexible, undertaking other reasonable duties within their competence to meet the needs of the service, and to contribute to continuous improvement by engaging positively with feedback and change initiatives. The wellbeing and dignity of patients and residents should remain central to all aspects of work, with staff demonstrating commitment to professional standards and the overall goals of the organisation.*

*Team members will be expected to carry out their duties in line with their terms and conditions and contract of employment, the standards stated in the employee handbook and Health & Safety guidelines and will be required to follow HMT policies and procedures.*

I have received a copy of this Job Description; read it, understood it and agreed to it.

Signed.....

Date.....

Job Holder



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