

ROLE PROFILE

Details:			
Job Title	PARK HOME CARE FOCALISER		
Department	Bookings	Base Location	The Park
Reporting to	Head of Guest Liaison	Contracted Hours	37.5
Accountable For	Guest Accommodation	Salary Band	Indicative Band A

Overall Job Purpose
Ensuring that the Guest Accommodations at The Park are professionally and efficiently cleaned and sparkling with love.

Key Responsibilities
<ul style="list-style-type: none"> ● Liaising with an outside team of cleaners and the Bookings Team to ensure all cleans are covered. ● Caring for exterior spaces around Guest Accommodation, including some cleaning and setting up. ● Ensuring that the Guest Accommodations at The Park are professionally and efficiently cleaned and sparkling with love. ● Liaising with the Park Maintenance Focaliser for any minor maintenance issues. ● Embodying the spiritual principles of the Findhorn Foundation in everyday life and practising the commitments of the Common Ground. ● Upholding Health and Safety Regulations. ● Ensuring laundry operations are carried out efficiently including overall management of the Laundry.

Key Relationships
The post holder will work closely with a team of cleaners to organise cleaning rotas and with the Park Maintenance Focaliser to resolve maintenance issues. There will sometimes be contact with external specialists for specialist cleaning and maintenance issues.

General Duties Applicable to All Co-Workers
<ol style="list-style-type: none"> 1. To undertake all duties and responsibilities in accordance with Foundation policies, including Equal Opportunities; Data Protection; Health & Safety; Safeguarding; Professional Practice and Quality and Financial regulations. To report any concerns to the appropriate person

2. To fully embrace the Findhorn Foundation's spiritual beliefs and purpose, sharing your experiences with others.
3. To take full responsibility for your personal professional development and training
4. To participate in the Foundation's Performance Appraisal Development Programme; agree an action plan; and undertake the required training in order to continually update skills and meet the requirements of the Foundation and Departmental Strategic Plans
5. To undertake such other duties as may reasonably be required, commensurate with your role, at your place of work or other premises

It is the practice of the Foundation to periodically examine co-worker's job descriptions and to update them to ensure they relate to the job as then being performed, or to incorporate whatever changes are being proposed. This procedure is jointly conducted by each manager, in conjunction with HR, with the co-workers working directly to the manager. You are expected to participate fully in such discussion and, in connection with them, to review and your job description to bring it up-to-date if this is considered necessary or desirable, and to discuss it with your line manager. It is the Foundation's aim to reach agreement on reasonable changes, but if agreement is not possible the Foundation reserves the right to insist on changes to your job description after consultation with you.

Signed		Date
	Post Holder	
Signed		Date
	Line Manager	

PERSON SPECIFICATION

Details:	
Job Title	PARK HOME CARE FOCALISER
Department	BOOKINGS

Knowledge & Skills <i>(What does the role holder need to know and do)</i>	Desirable (D)/ Essential (E)	Assessment Methods (A/QA/I/T)
Excellent IT Skills, especially using databases	E	I
Excellent communication skills, proactive communicator	E	A; I
Ability to clean to a high standard	E	A; I
Knowledge of Health and Safety	E	A; QA; I
Qualifications <i>(What formal qualifications are required for the role?)</i>	Desirable (D) / Essential (E)	Assessment Methods (A/QA/I/T)
Working knowledge of Supercontrol and Yoyaku (database software)	D	A; I
Good Literacy and Numeracy	E	A; QA; I
Experience <i>(What experience does the role holder need to have?)</i>	Desirable (D) / Essential (E)	Assessment Methods (A/QA/I/T)
Experience of using databases	E	A; I

Experience of purchasing	E	A; I
Personal Attributes/Attitude <i>(How does the role holder need to think and act?)</i>	Desirable (D) / Essential (E)	Assessment Methods (A/QA/I/T)
Aligned with the spiritual impulse and principles of the Findhorn Foundation	E	I
Proactive and outgoing	D	I
Curiosity, willingness to explore creative solutions to problem solving	E	A; I
Willing to respond to urgent issues out of normal working hours	E	I
High degree of flexibility	E	I

A = Application
 QA = Qualification Audit
 I = Interview
 T = Task i.e. assessment centre