

April 2024

Vacancy



The Whiteley
Homes Trust

Night Concierge
18 hours per week (Friday & Saturday)
£11.87 per hour + £1 per hour enhancement for night shifts



**Can you embrace our core values -
respect, integrity, ambition & involvement?**

If so, we would like to hear from you!

We are a charity that manages Whiteley Village retirement community, founded over a hundred years ago in Walton on Thames, Surrey, and the Village located in 225 acres of beautiful grounds and is a very special place to live and work.

About the role: We are looking for a Night Concierge to ensure the safety and welfare of residents in Huntley House. You will assist residents with enquiries and provide guidance and advice to enable residents to make their own choices, sign-posting residents to services that will assist them to resolve their queries where needed.

The concierge is the first responder and will coordinate and liaise with services in the event of an emergency, supporting our residents until appropriate services arrive keeping themselves and everyone around them as safe as possible.

About you: As the sole member of the team on site, you will be an excellent communicator and be confident working by yourself, using your strong decision-making skills to escalate urgent matters should they arise. We'd love to hear from you if you have experience in the care or supported housing sector, some emergency personal care may be required.

What we offer: 34 days annual leave (including Bank holidays, pro rata to part time hours), excellent working environment, great learning & development opportunities, life assurance, pension, Blue Light discount card and free parking.

We are committed to equal employment opportunity regardless of race, religion or belief, ethnic or national origin, disability, age, marital or civil partnership status, pregnancy or maternity, sex, sexual orientation or gender identity or gender reassignment.

The Whiteley Homes Trust is committed to safeguarding and promoting the welfare of vulnerable adults and expects all staff and volunteers to share this commitment.

An enhanced DBS check will be required.

If you require any adjustments for the application process or interview stage, please contact us and we will be happy to discuss this with you.

For more details or to send your CV email
jobs@whiteleyvillage.org.uk
Alternatively, call Sue on 01932 825804