|  |  |
| --- | --- |
| **JOB DESCRIPTION** |  |
| **Job Title:** | **Sewing Room Co-Ordinator** |
| **Band:** | **3** |
| **Responsible To:** | **Support Service Manager** |
| **Accountable To:** | **Deputy Head of Facilities** |
| **Section/Department/Directorate:** | **Facilities & Estates / Hotel Services** |

|  |
| --- |
| **Job Purpose:**  The post holder will provide a sewing room service to user departments within the Trust for Northern services by: controlling the issue of uniforms and marking, altering and replacing uniforms where appropriate; along with undertaking any other sewing work required by the Trust.  The post holder will be part of a team that provides uniforms to 2,300 Trust personnel, repairing and altering where necessary along with repairs to curtains for the hospital, including staff accommodation as well as patients’ areas where necessary. |
| **Context:** |
| The Sewing Room Co-Ordinator will be based in the Sewing room at Bideford Hospital and will provide support to the Deputy Head of Facilities Manager and Support Service Manager.  The post holder will be responsible for supervision of staff in lower bands and be involved in recruitment and selection of Sewing Room staff*.* To meet the needs of the service the post holder may be required to work in other areas as appropriate as directed by the line manager  Specialty Specific Information:   * To requisition and control uniforms and stock of materials and consumables where required, and to maintain and file records on sewing room stocks. * To issue alter, mark and repair uniforms and adjust trouser length if needed. * To communicate with staff on a personal basis as required to check measurements and issue uniform. * To ensure uniforms are issued in a timely manner in particular before new starters commence work. * To maintain stock levels. * To sort through returned uniforms. * Ensure recharge forms for uniforms and other items supplied to other areas as appropriate are completed and sent to the Support Service Manager. * To produce ad hoc items and undertake any other sewing tasks as required by the Trust. * To ensure that any work completed for a department within the Trust is charged to the correct. department. * Carry out end of year stock checks * Manage and direct the Sewing Room Assistant work load. * Raise orders and receipt good orders electronically and in a timely manner. * Report faults with machinery, Etc.to the maintenance staff/contractors regarding repairs * To ensure that all queries or requests from customers are answered accurately and professionally, in a timely manner. * To offer advice and guidance to any users of the sewing room service. * To follow all relevant Health and Safety, Environmental and Quality policies and procedures. * To assist the Support Service Manager as required, especially in improvements to the sewing room service |
| **Key Working Relationships:** |
| Prime working relationships are with the Deputy Head of Facilities and Support Service Manager as well as other members of the Facilities Division.  The post holder is required to deal effectively with staff of all levels throughout the Trust, the wider Healthcare community and external organisations. This will include verbal, written and electronic media. |
| **Organisational Chart:** |

Head of Procurement & Facilities

|  |
| --- |
| Deputy Head of Facilities  Support Services Manager    Sewing Room Co-Ordinator  Sewing Room Assistant  **Key Result Areas/Principal Duties and Responsibilities:** |
| **Communication and Relationship skills**  The post holder will be required to adhere to the organisations standards of customer care when communicating with a range of clients on a range of matters. For example, providing members of staff, with appropriate routine information regarding uniforms etc.  The post holder will be expected to behave in accordance with the Trust's values of demonstrating compassion, striving for excellence, respecting diversity, acting with integrity and to listen and support others. |

# Analytical & Judgemental skills

To make decisions as to whether the textiles are repairable appropriate stock levels, and relevant uniforms for service are available. Communicate general issues and those of concern to a senior member of staff and use initiative to escalate or resolve straight forward issues in the absence of the manager.

# Planning and Organisational Skills

The ability to work using own initiative and manage time effectively to meet deadlines. Organise own day to day activities and tasks and that of staff in lower banded jobs.

# Physical skills

Dexterity, speed and accuracy required for sewing machine operations: accurate hand eye co-ordination required for sewing.

# Responsibility for Patient/Client Care

The post holder will have incidental contact with patients and will be required to put the patient, as the first priority, at the centre of all activities.

# Responsibility for Policy and Service Development

To adhere to Trust policies and contribute to the continuous improvement in the efficiency and effectiveness of the service provided.

# Responsibility for Financial and Physical resources

To monitor and maintain sewing room stock.

# Responsibility Human Resources

Responsible for supervision of permanent and staff, skills assessment on the job training for self and staff.

# Responsibility for Information Resources

Responsible for own work/time records.

# Responsibility for Research and Development

Comply with Trust requirements and undertake surveys as necessary to own work.

# Decision Making

To work within Trust policies and procedures. Use initiative to deal with routine matters and complex queries, deciding when it is necessary to refer to the available line manager. Work is managed rather than supervised and the post holder will organise own workload on a day to day basis.

# Physical Effort

Frequent requirement to sit in a restricted position; occasional requirement for moderate physical effort for

several short periods. Operating sewing machine; lifting boxes as required for example when uniform stock arrives.

# Mental Effort

The work pattern will be predictable and there will be an occasional requirement for concentration for calculations; operating machinery occurring on more than half the shift worked.

# Emotional Effort

# Working Conditions

Exposure to dust from linen throughout the day.

# GENERAL

This is a description of the job as it is at present constituted. It is the practice of this organisation periodically to examine employees' job descriptions and to update them to ensure that 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 consultation with those working directly to him or her. You will, therefore, be expected to participate fully in such discussions. It is the organisations' aim to reach agreement to reasonable changes, but if agreement is not possible management reserves the right to insist on changes to your job description after consultation with you.

We are committed to serving our community. We aim to co-ordinate our services with secondary and acute care.

We aim to make all our services exemplary in both clinical and operational aspects. We will show leadership in identifying healthcare needs to which we can respond and in determining the most cost- effective way of doing so. We will share our knowledge with neighbouring healthcare agencies and professionals.

We recruit competent staff whom we support in maintaining and extending their skills in accordance with the needs of the people we serve. We will pay staff fairly and recognise the whole staff’s commitment to meeting the needs of our patients.

The Trust operates a 'non smoking' policy. Employees are not able to smoke anywhere within the premises of the Trust or when outside on official business.

All employees must demonstrate a positive attitude to Trust equality policies and Equality Scheme. Employees must not discriminate on the grounds of sex, colour, race, ethnic or national beliefs, marital status, age, disability, sexual orientation, religion or belief and will treat patients, colleagues and members of the public with dignity and respect.

If the post holder is required to travel to meet the needs of the job, we will make reasonable adjustments, if required, as defined by the Equality Act 2010.

# SAFEGUARDING

To be fully aware of and understand the duties and responsibilities arising from the Children’s Act 2004 and Working Together in relation to child protection and safeguarding children and young people as this applies to the worker’s role within the organisation.

To also be fully aware of the principles of safeguarding as they apply to vulnerable adults in relation to the worker’s role, which will include recognising the types and signs of abuse and neglect and ensuring that the worker’s line manager is made aware and kept fully informed of any concerns which the worker may have in relation to safeguarding adults and/or child protection.

Everyone within the Trust has a responsibility for, and is committed to, safeguarding and promoting the welfare of vulnerable adults, children and young people and for ensuring that they are protected from harm, ensuring that the Trusts Child Protection and Safeguarding Adult policies and procedures are promoted and adhered to by all members of staff.

**STAFF HEALTH AND WELLBEING**

You must take responsibility for your workplace health and wellbeing:

* Be physically active at work (i.e. take breaks away from your desk, taking the stairs where possible)
* When required, gain support from Occupational Health, Human Resources or other sources.
* Familiarise yourself with the health and wellbeing support available from policies and/or Occupational Health.
* Follow the Trust’s health and wellbeing vision of healthy body, healthy mind, healthy you.

If you are a line manager, in addition to the above, it is expected you will:

* Champion health and wellbeing.
* Encourage and support staff engagement in delivery of the service.
* Encourage staff to comment on development and delivery of the service.
* Ensure during 1:1’s / supervision with employees you always check how they are.

# HEALTH AND SAFETY AT WORK

The employer will take all reasonably practical steps to ensure your health, safety and welfare while at work. You must familiarise yourself with the employer's Health & Safety policy, and its safety and fire rules. It is your legal duty to take care for your own health and safety as well as that of your colleagues.

# INFECTION CONTROL - ROLE OF ALL STAFF

It is the responsibility of all members of staff to provide a high standard of care to patients they are involved with. This includes good infection prevention practice.

All staff have a responsibility to comply with Infection Prevention and Control policies and procedures, this includes:

* Attending mandatory and role specific infection prevention education and training.
* Challenging poor infection prevention and control practices.
* Ensuring their own compliance with Trust Infection Prevention and Control policies and procedures for example, standard precautions, hand hygiene, prevention & management of inoculation incidents

# CONFIDENTIALITY

# You may not disclose any information of a confidential nature relating to the employer or in respect of which the employer has an obligation of confidence to any third party other than where you are obliged to disclose such information in the proper course of your employment or as required by law. Any failure to comply with this term of your employment will be treated as an act of misconduct under the employer's disciplinary procedure.

# JOB DESCRIPTION AGREEMENT

**Job holder’s Signature: .....................................................................................**

**Date: .....................................................................................**

**Manager’s Signature: .....................................................................................**

**Date: .....................................................................................**

**PERSON SPECIFICATION**

.

# POST : Administrator

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| REQUIREMENTS | E/ D\* | HOW TESTED?  Application Form/Intervie  w/Reference/ Test | INTERVIEW COMMENTS | SCORE  (1 Low – 10  High) |
| QUALIFICATIONS/SPECIAL TRAINING : |  |  |  |  |
| Good Standard of Education  NVQ 3 Team Leadership or Business Administration or  Customer care or equivalent experience | E  D | Application Form Application Form |
| KNOWLEDGE/SKILLS:  Operating Sewing Machines | E |  |  |  |
| Effective interpersonal,  organisational and communication skills | E | Interview |
|  |  |  |
| Ability to manage own workload and to supervise the workload of others | E | Interview |
| Ability to delegate tasks |  |  |
| EXPERIENCE: |  |  |  |  |
| Experience of supervising lower banded staff | D | Application Form |
| Previous NHS/Social Services experience | D | Application Form |
| PERSONAL REQUIREMENTS:  Reliability and Flexibility, able to contribute to changing demands of | E | Interview |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| the service.  Willing to undertake training relevant to the post.  Ability to work within a team and delegate tasks to and supervise lower bands.  Ability to demonstrate a diplomatic caring attitude whilst maintaining confidentiality. | E E  E | Interview Interview  Interview |  |  |
| OTHER REQUIREMENTS:  The post holder must demonstrate a positive commitment to uphold diversity and equality policies approved by the Trust.  Ability to travel to other locations as required | E  E | Interview  Interview |  |  |

\* Essential/Desirable

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **HAZARDS :** | | | | | |
| Laboratory Specimens Proteinacious Dusts |  | Clinical contact with patients |  | Performing Exposure Prone Invasive Procedures |  |
| Blood/Body Fluids |  | Dusty Environment |  | VDU Use | x |
| Radiation |  | Challenging Behaviour | x | Manual Handling | x |
| Solvents |  | Driving |  | Noise |  |
| Respiratory Sensitisers |  | Food Handling |  | Working in Isolation |  |
| Cytotoxic drugs |  | Night working |  |  |  |