

Thank you for your interest in Small House Homes.

## **About Us**

Small House Homes is a residential care company in Plymouth. We have several homes and Wolsdon Street School. The homes are in the St Budeaux, Stoke, Plympton and Tamerton Foliot areas of Plymouth and the school is in Wolsdon Street in the Stonehouse area of Plymouth.

The company looks after adults and young people with Learning Difficulties and Challenging Behaviour.

## **Experience and Qualifications**

You do not need to have a particular qualification or experience to work for us. Experience in care can be helpful, but equally important are life experiences and personal attributes and a willingness to learn. Being a team player is very important.

## **Training**

If you are appointed to work for us, we will provide all your necessary training. A lot of this takes place in the initial three month probationary period. You will then be required to go on to complete an NVQ level 3 in Care. Most staff continue their professional development after this time and there is the opportunity for a career and promotion with the company.

## **Criminal Record Bureau Check**

You have to have an enhanced level Criminal Record Bureau Check to work for us. If you have any previous cautions or convictions please declare them



on the application form. A previous conviction or caution will be taken into consideration but will not necessarily debar you from employment. You will be liable to instant dismissal if you fail to declare something that is later revealed on your Criminal Record Disclosure.

## **Challenging Behaviour**

The people we look after are very special and most of them have very high levels of needs and Challenging Behaviour. The work environment can be challenging for all staff and a degree of physical fitness is necessary. Most of our Service Users have behaviours that can occasionally become very violent. All staff are required to undertake a Control and Restraint course early in their probationary time with us.

## **Pay**

There is a salary scale which is made up of increments. These increments are dependent on satisfactory reports from the House Manager. Occasionally an appointment is made that is outside of the salary scale, this could be to reflect a particular qualification or experience for example. This enhanced level of pay will only be implemented if that decision has been ratified by the Head Office in advance of the appointment being made.

## **References**

You will be required to provide two satisfactory references, one of which should be from your current or most recent employer. Your current employer will not be contacted unless we have offered you a post.

## **Interviews**

If you are short listed for an interview you will be contacted as soon as possible and you are also invited to visit one of our homes that is recruiting staff. Your interview will be based on questions that are relevant to the post you are applying for. Please also take this opportunity to ask any questions you may have the company or the job you are applying for. The company



has an Equal Opportunities Policy and all appointment and promotion decisions are made on the basis of merit and ability.

## **Documentation**

If you are appointed, you will be issued with a Contract of Employment and a Staff Handbook, these two documents contain valuable information about policies and employment conditions.

## **Annual Leave**

Annual Leave entitlement is four weeks per year.

## **Pension, Health Benefits and Employee Assistance Scheme**

The company has a Stake Holder Pension scheme which you can join. The Pay Office can give you details.

The company has a Health Scheme for all its employees, paid for by the company. This gives cash benefits for medical treatment and therapies.

Employee Assistance Scheme is available for all employees giving access to counselling, legal and medical advice.

## **Equal Opportunities**

Small House Homes is an equal opportunities employer. We monitor the effectiveness of the implementation of our Equal Opportunities Policy and will ask for some information if you decide to apply to us. This information will not form part of the selection procedure. We aim to ensure that all our employees and job applicants are treated equally irrespective of sex, race, colour, nationality, ethnic or national origin, religious belief, sexual orientation or disability.

## **Special Arrangements**

If you require any special arrangements or assistance because of a disability or a particular need, to fill out the application form or to enable you to attend



the interview, please let us know as soon as possible. The application can be made available in large print if required. You can also fill out an application form on line from our web site [www.smallhousehomes.co.uk](http://www.smallhousehomes.co.uk). The web site will also give you more information about us.

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These are brief details about us. Please don't hesitate to contact us at the telephone number at the top of the first page if you have any enquiries about your application or information about the jobs available.

Good Luck  
J Johnston, H.R. Director

