

MARY FEILDING GUILD

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Chair:
JEREMY HILL

Hon. Treasurer:
PETER ROBSON

Director:
MARY MCGLOIN

November 2017

Dear Applicant,

RE: MAINTENANCE MANAGER POSITION

Thank you for your interest in the post of Maintenance Manager. This is a new appointment and will play a key role in the effective management of Mary Feilding Guild Care Home. The Guild is a well-appointed home, with a very friendly atmosphere, and a strong ethos of commitment to our resident group.

The Guild is for older people who want to remain active and independent for as long as possible, with support and encouragement from staff. Our residents may be old (average age 91), but they are an extraordinary group of people who challenge the perception of aging. A number of them, although experiencing some health deterioration associated with aging, continue to remain active within and outside the Guild, and are very interested in life. Currently, 15% of our residents are over 100 years old.

You will have regular contact with residents and therefore you must genuinely like older people and undertake to develop your appreciation, knowledge and understanding of them.

Application process

Please complete the application form which can be downloaded from our website www.maryfeildingguild.co.uk Read the job description and person specification carefully and ensure that your supporting statement demonstrates how you meet the criteria as set out in the person specification. Continue your supporting statement on one A4 sheet of paper if necessary. CVs alone will not be considered, but you may wish to attach it to your application form.

The successful applicant will be required to ensure that we are able to secure two professional references (that are satisfactory to us) and a clear, enhanced DBS check, within a maximum of one month of the job offer.

The closing date for receipt of applications is **Monday 27th November 2017 at 5pm**. Please return your completed application to info@maryfeildingguild.co.uk or by post to the above address – marking it private and confidential. If you have not heard from us by end of December 2017, you have unfortunately been unsuccessful on this occasion.

Interviews are planned for **Tuesday 5th December 2017**. If for any reason you are unable to attend that day please advise us in your application cover letter and provide alternative dates for that week.

Thank you again for your interest in Mary Feilding Guild and we look forward to receiving your application.

Yours sincerely

Mary McGloin
DIRECTOR