

Information for Applicants

Please read this information carefully before Completing the Application Form

Dear Applicant



Thank you for your recent enquiry. Please find enclosed:

- An application form
- A diversity monitoring form
- A job description and person specification

1. Information about Archway

Archway's purpose is to create a network of care which supports the individual and their family, values their uniqueness, upholds their rights and respects their dignity.

In pursuit of this purpose, Archway will:

- Encourage individuals, families and staff to participate in decisions relating to the Service
- Place the individual and family at the centre of its work
- Provide a stimulating and safe environment
- Promote the well-being of the individual
- Strive to ensure continuity of service
- Act with openness and honesty

Our Aims

- To provide or facilitate support for families using Archway services at all stages of our service users' development
- To work together to ensure the provision of homely residential accommodation for adults with a learning disability that offers care and consideration for their physical, emotional and social needs
- To provide homely shared and extended care to help service users and their families engaged in the transition to adult living
- To provide homely accommodation for short-break care to people of all ages with all degrees of learning disability in order to share the task of caring with their relatives

This statement is accepted by all Archway staff and reflects how we work with our service users and their families.

Objectives

- To understand and acknowledge that all our respite users are individuals with rights and responsibilities
- To promote a feeling of safety, through good basic care, and person centred planning

- To include service users in decisions that effects their lives by encouraging them to express their opinions and ideas
- To plan activities, both in house and externally, that meet the individuals' interests
- To ensure the decoration and furnishings are homely and well maintained.
- Working in partnership with parents/carers, and other professional agencies is fundamental to our work, and of central importance to the care of our service users

2. Unit Information

We have 4 units across the city. Further information can be accessed via our website www.archway.org.uk

3. Qualifications and Competence

Details of the qualifications and experience for this post required are contained within the Job Description and Person Specification enclosed with this application pack. Question 5 on the application asks you to demonstrate how you satisfy each aspect of the Person Specification. You should include examples of when you have demonstrated these skills.

4. Hours

Due to the nature of our work there is a requirement to work shifts which includes evenings and weekends as well as sleepovers.

5. Nationality and Immigration Control

It is illegal for an employer to employ someone who does not have appropriate permission to work in the UK. Candidates will be asked to provide original documents evidencing their permission to take up employment, before they start work. In most cases an individual's passport will suffice, however circumstances may require other documents to be provided.

6. Health Standard

As part of your application you will be asked to complete some questions regarding your health. We may find it necessary to follow up on this information by requesting a statement from your GP advising us that you are fit to work.

7. Salary

The salary for this post will be confirmed should you be successful in your application.

8. Probation

All successful appointments will be placed on a 6 month probation period.

9. Pension

There is a pension scheme available for permanent staff, further details will be provided if your application is successful.

10. Application

The completed application form should be returned as soon as possible. Incomplete applications will not be accepted.

11. Interview Expenses

Travel expenses incurred during the selection process are the responsibility of the applicant.

12. Equal Opportunities Statement

Archway will actively implement positive policies to promote equality of opportunity for all present and potential staff, regardless of race, ethnic or national origin, sex, sexual orientation, age, political or religious beliefs, membership of professional associations or trade unions, disability, marital status, family responsibility and social class. This commitment applies to all individuals and all aspects of Archway's business.

13. Child/Vulnerable Adult Protection Policy Statement

Archway is committed to adopting a fair and consistent approach in its recruitment and selection procedures, whilst ensuring the employment of a motivated work force that are committed to safeguarding and promoting the welfare of children and vulnerable adults.

14. Recruitment Process

All completed applications will be short listed against the criteria contained in the person specification. Short listed candidates will be contacted by letter with an interview date and time. The interview panel will assess and evaluate the applicant's suitability for the particular post as well as explore other areas such as:

- ability to support Archway's policy in safeguarding and promoting the welfare of vulnerable people
- gaps in employment history
- concerns or discrepancies arising from the information provided by the applicant.

Any offer of employment to the successful candidate will be conditional upon:

- the receipt of at least two satisfactory references
- verification of the candidates identity
- verification of qualifications and registration (if applicable)
- an enhanced Disclosure Scotland check – further information on Disclosure Scotland can be found at www.disclosurescotland.co.uk. The cost of this check will be paid by Archway.
- Verification of eligibility to work in the UK
- Satisfaction that you are fit to work and have a standard of health suitable for the post (we may request a statement from your GP)

A start date will then be confirmed.

15. Further Enquiries

If you have any queries please do not hesitate to contact us, details below.

We appreciate the interest you have shown in applying for this job and thank you in advance for taking the time to make your application.

Please ensure you use the correct postage on your returned application to ensure it reaches us.

Please note that we will contact applicants who have been selected for interview within 14 days of the closing date. If you have not heard from us within that timescale, then your application will have been unsuccessful.

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