



Brinsworth House

residential and nursing care for the entertainment industry

Matron

Candidate Information Pack

May 2024

At Brinsworth, we recognise that everybody is different and we're dedicated to providing a care plan that suits each individual.



Brinsworth House stands as a place of safety, peace, happiness and tranquillity and being exclusively a home for members of the entertainment profession, it means our residents are surrounded by like-minded people who share similar backgrounds and interests.



Welcome

Thank you for your interest in becoming Matron of Brinsworth House, a residential and nursing retirement home offering round-the-clock care to elderly members of the theatre and entertainment professionals that is owned and run by the Royal Variety Charity.

A place of safety, peace, happiness and tranquillity, set within three acres of grounds and rated Good by CQC. Brinsworth House is a beautiful mansion on the outskirts of Twickenham, which, for over one hundred years, has become the home of many retired artists and those who have spent their lives serving the entertainment industry.

Built in 1850, the house has 32 bedrooms, six separate living / function rooms, an entertainment stage with a bar area, a conservatory, a library, a restaurant, television rooms and even a hair salon; it is decorated to emphasise and represent its theatrical lineage and keep the ethos alive, and it has also recently benefited from the completion of a major refurbishment programme.

Described as a 'home from home' and fondly referred to by many in the industry as 'the old pro's paradise'. We recognise that everybody is different and are dedicated to providing a care plan that suits each individual and offer an excellent standard of full-time residential and nursing care, with each resident allocated a private bedroom. We also benefit from a well-equipped nursing wing, which enables us to offer care to those with varying levels of dependency.

Appointment to this role represents a significant evolution in the leadership of Brinsworth House as we seek to build the capacity and the capability of the care home by splitting the duties of the Registered Manager and appointing an Executive Administrator to assume day-to-day management of the home and a Matron to lead and oversee the clinical operation of the care home, and the care and safeguarding of its residents.

All of which will demand and require a Matron able to work collaboratively and hit the ground running; who can provide clear, inclusive, and effective leadership and lead on the improvement and development of nursing care with a strong focus on quality improvement, ensuring that CQC standards are met and exceeded and that we progress from a Good to an Excellent CQC rating.

Yours sincerely

Giles Cooper
Chairman Royal Variety Charity & Executive
Producer, Royal Variety Performance

Brinsworth House

An Introduction

Brinsworth House is a truly unique residential and nursing care home which not only offers an excellent standard of full- time residential and nursing care, but also welcomes members of the industry who are simply looking for some temporary respite care.

It is important to us that residents feel like Brinsworth is their home and we encourage them to decorate their rooms however they please. Our staff are all highly trained and dedicated to listening to the needs of the residents to ensure that they are comfortable and happy with all aspects of their home life.

We welcome friends and relatives to visit whenever they like and would invite them to come and dine with us, or to join in the many activities and events we have on offer throughout the year.

Being exclusively a home for members of the entertainment profession means that our residents are surrounded by like-minded people who share similar interests and who have experienced a life they can relate to. You will often find them reminiscing together about their days on stage or screen or regaling tales of the theatre to our team of dedicated carers, who are always keen to listen and share their memories with them.

At Brinsworth, we recognise that everybody is different and we're dedicated to providing a care plan that suits each individual.



Brinsworth House

Facilities & Activities

Proud of our theatrical lineage, the interior is decorated in a style to keep this ethos alive.

Food & Dining

Our kitchen at Brinsworth House is run by a highly trained team of chefs and catering staff, providing a variety of nourishing and delicious meals, with breakfast, lunch and dinner all served in our dining room overlooking the front lawn. We can cater for all special dietary needs and are always keen to receive feedback and suggestions from residents if they feel their favourite dish is missing from the menu. Friends and relatives are always welcome to join the residents at mealtimes too.

Hair Salon

There is no need for residents to go off-site in order to have a little pampering, as they can simply visit our on-site hair salon. With regular visits from a professional hairdresser, all residents have the opportunity to get a cut or style at very reduced costs.

Laundry

With our very own fully-equipped laundry room and dedicated laundry staff, all residents' clothes are well looked after and maintained, being washed and ironed as and when they need them.

The Bar

One of the social hubs of Brinsworth is our Theatre Bar which is open twice daily (lunch times and evenings) for our residents and their friends and family to enjoy an aperitif or two.

You will often find residents in here reminiscing over old times or playing a game of Scrabble!

Lounge

There are two main communal rooms in the Home, both equipped with comfortable seating for residents to relax. Our TV room overlooks the front lawn and is often used to show films and major televised events for those that wish to watch them. Our much larger main lounge just next door is the ideal place to relax and socialise and is where a lot of our main activities take place. This room also houses a stage area, with a full PA system, where our fortnightly entertainment takes place and is the home of our grand piano.



Conservatory

For those that do not wish to venture into the back garden, our main lounge backs onto a lovely bright conservatory which is equipped with comfortable chairs to enable residents to look out onto the beautiful gardens. This is also often the hive of many of our summer parties.

Gardens

We are very lucky to have surrounding land in which residents can enjoy both the serenity of our beautiful back garden and the vast space of our grand front lawn. The back gardens boast a lovely water feature, tables and chairs and a greenhouse, and are a lovely place to sit on a summer's afternoon.

Events

A show-business charity, The Royal Variety Charity are committed to ensuring that all residents have regular trips to West End Theatre and other productions throughout London. Events also include boat trips on the River Thames and various excursions to a variety of local amenities.

Bi-weekly entertainment is provided within the home and relatives of our residents can also enjoy events throughout the year with their loved ones, with highlights being our ever-popular Summer Party in late June and our Christmas Party in December.

Refurbishment

In 2012, the Chairman of the Royal Variety Charity, Giles Cooper began a campaign to refurbish Brinsworth House; an enormous task as most of the bedrooms at the time were without ensuite bathrooms, there was limited access to the higher floors (with just one staff lift) and generally the whole home was in need of a significant upgrade.

This multi-million pound fundraising campaign and project saw the internal refurbishment and remodelling of the home's residential quarters and communal spaces to modernise and improve facilities for residents. The work, which was completed over 2 phases, upgraded the accommodation and added en-suite bathrooms to many more of the bedrooms.

It resulted in the commissioning of a completely new wing, with 16 ensuite bedrooms, each fitted with fibre connected broadband and digital screens which is a site to behold, resembling a boutique 5-star hotel!

Public, staff and office areas were also refurbished and modernised along with back of house space.

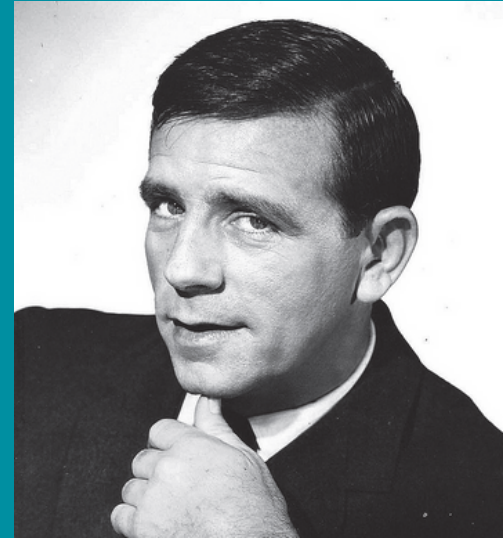
Work began in earnest in 2020 and, ironically, the Covid pandemic assisted its progress and was completed in 2022.



Famous Residents

Brinsworth House has had many famous residents who took their final curtain calls here include Penny Calvert, a dancer and first wife of Sir Bruce Forsyth, entertainment duo Pearl Carr and Teddy Johnson, who represented the UK at Eurovision in 1959 and Sir Norman Wisdom, an English actor, comedian, and singer-songwriter best known for his series of comedy films in the 50s and 60s.

Other notable names include Australian-born British DJ and much-loved radio personality Alan 'Fluff' Freeman and English comedian, actor, writer and singer Charlie Drake.



Matron

Salary: c£65,000

Reporting to: Executive Administrator

Holiday Entitlement: 28 days

Contract: Permanent

Location: Twickenham

Purpose

Tasked with leading our existing team of qualified nursing staff, ensuring CQC regulations are met and that Brinsworth House provides and maintains the highest levels of person-centred care while managing and developing cohesive working relationships within the clinical staff team and working as part of a multi-disciplinary team.

Responsibilities

Resident Care:

- Work alongside the Clinical Lead and collaborate with healthcare professionals, such as doctors, nurses, and therapists, to assess the clinical requirements of prospective residents.
- Ensure that residents' physical, emotional, and social needs are met, that systems are in place to enable all residents and their families and representatives to be involved in the planning and reviewing of their care, that care is delivered in accordance with residents' wishes, and that appropriate and accurate records are maintained for each resident.



- Work with other healthcare colleagues, attend multi-disciplinary meetings and liaise with the GP, chiropodist, occupational therapist, physiotherapist and other members of the wider care team.
- Arrange and chair regular residents' meetings, including the preparation and distribution of minutes.
- Promote positive visiting rights for all residents in all circumstances that will adhere to guidance from the government and NHS England.

Safeguarding:

- Lead on all safeguarding investigations, reporting and significant event analysis.
- Ensure that rigorous safeguarding procedures are in place and maintained.
- Ensure that robust systems are in place to manage and monitor infection prevention and control, including maintaining individual risk assessments.

Medication:

- Ensure that all staff involved in the dispensing of medication have a clear understanding of medication management and promote the safe and effective use of medicines in accordance with the NMC, RVC policy, CQC and other relevant guidance.



Leadership:

- Lead the healthcare team in the pursuit of achieving effective care planning and person-centred care management.
- Lead on the recruitment, training and supervision of clinical staff, ensuring that DBS checks, induction training and references are undertaken.
- Prepare and manage all staff rotas with the assistance of the Clinical Lead and Head Chef, ensuring that adequate staffing levels are maintained to meet the needs of residents.
- Conduct regular performance evaluations, providing support and feedback to staff.
- Conduct spot checks during both day and night shifts to ensure staff compliance to allocated activities and night workers remain active throughout their shift.
- Ensure that staff hours worked, sickness and annual leave are adequately and accurately recorded and ensure that the correct information (including authorising weekly time sheets) is passed to the Finance Team to enable monthly staff wages to be paid.

Communication:

- Ensure that there is an effective exchange of information between all departments to promote continuity of care.
- Serve as a liaison between residents, their families, and staff, ensuring that effective contact is maintained with residents' families and representatives to address concerns and provide updates on their loved ones.
- Actively promote and strengthen links with external agencies, including GPs, Specialist Nurses, Palliative Care Teams, Social Services, Primary Care and Hospital Trusts.

Regulatory Compliance:

- Ensure that the care home complies with all relevant regulations and standards.
- Maintain an up-to-date knowledge of changes in legislation and implement necessary changes in policies and procedures.

Quality Assurance:

- Implement and monitor quality assurance programmess to maintain high standards of care.
- Conduct regular assessments and audits to identify areas for improvement.

Professional Development:

- Keep abreast of developments in the field of adult social care and attend relevant training programs.
- Encourage and facilitate the professional development of care home staff.

Promoting a Positive Environment:

- Foster a positive and supportive environment for residents and staff.
- Address conflicts or issues that may arise within the care home.

This is not an exhaustive list, and you will be required to undertake all other duties or training consistent with the role.

Person Specification

Qualifications:

- RGN with a valid PIN and enhanced DBS.
- Evidence of continuing professional development.

Experience:

- Substantial experience in a supervisory or management role within a care home or healthcare setting.
- Proven experience in the delivery and coordination of adult social care.
- Familiarity with relevant regulations, including experience of CQC and standards governing care homes.
- Experience in staff recruitment, training, and performance management.

Knowledge:

- In-depth understanding of the health and social care needs of senior adults, CQC regulations, GDPR and the need to maintain resident confidentiality.
- Familiarity with Care Management Systems, including electronic care planning, call bell monitoring and other digital methods,
- Clear understanding of medication management and promoting the safe and effective use of medicines in care homes, including dispensing, handling and administering medicines.
- Ability to assess and manage health conditions and coordinate care with healthcare professionals.

Skills:

- Possess exceptional care planning skills with the ability to monitor, review, and adapt care plans to the needs of each individual resident.
- Excellent verbal and written communication skills, with the ability to communicate effectively and compassionately with residents, families, and staff.
- Strong interpersonal skills to build positive relationships.

Attributes:

- Person-centred and focused on the achievement of positive outcomes.
- Compassion and empathy for the well-being of residents, and able to provide emotional support and understanding to residents and their families.
- Strong leadership skills with the ability to motivate and manage a diverse team.
- Effective organisational and time-management skills.

Appointment to the role is subject to an Enhanced DBS and eligibility to register with CQC.



Residents can enjoy both the serenity of our beautiful back garden and the vast space of our grand front lawn.



How to Apply

If you would welcome the opportunity to apply, please forward:

- A CV outlining your employment history, voluntary activities, achievements, and academic and professional qualifications.
- A supporting statement (maximum 2 x A4 pages) providing details on your motivation, background and experience relevant to the role and your skills and attributes, which will ensure that you are successful and which potentially distinguish you from other candidates.
- A completed copy of our equalities and monitoring form (available on request).

Please ensure that you have included a telephone number and any dates when you will not be available or might have difficulty with the recruitment timetable; and let us know if you require any adjustments to be made should you be invited to attend an interview.

Applications should be forwarded to:

philip.nelson@thehiringdept.com

Recruitment Timetable

Closing Date: Monday, 27th May
Preliminary Interviews: Early June
Final Panel Assessment: Mid June

Queries

For an informal and confidential discussion, please get in touch with our advising consultant, Philip Nelson via email at philip.nelson@thehiringdept.com or on 020 3590 9978.

“In this dear and darling business of ours the threat of financial and health worries is always present. We, all of us, whatever our standing, live with them side-by-side. It is therefore an enormous comfort and cheering influence to know that Brinsworth House is there. Always. At any time.”

Ronnie Corbett, CBE

Royal Variety Charity
Brinsworth House
72 Staines Road
Twickenham
Middlesex
TW2 5AL
United Kingdom