Welbeck | Beyond better healthcare

Job Description: Facilities Associate

Location: Welbeck, Oxford
Corporate Function: Facilities
Reporting to: Facilities Manager
Contract: Full-time, Permanent

About Welbeck: Redefining Private Day Surgery

Welbeck is built on a simple philosophy: medical excellence without compromise. We're a growing network of specialist day-case centres setting a new standard for private healthcare - combining calm, confidence, and clinical credibility in environments designed around people, not process.

We reject the impersonal and process driven. Instead, we create refined, patient-centred spaces where consultants and teams are empowered to deliver world-class care and a seamless patient experience. Every Welbeck centre reflects our belief that excellence is achieved through partnership, purpose, and precision.

Corporate Functions: Expert Partners, Driving Performance

Our corporate teams bring deep subject-matter expertise that strengthens every part of Welbeck. They work as proactive, insight-driven partners to enable safe, efficient, and high-quality delivery across a variety of functions including finance, people, marketing and governance. Together, they create the foundations that allow our operational teams to excel and our services to thrive.

The Role: Facilities Associate (FA)

As a FA, you'll play a vital role in supporting patient care by providing a range of patient facing and back of house activities. This is a diverse role supporting the facilities and clinical teams deliver a first-class service. The role will include traditional hospital portering duties alongside back of house tasks that include moving supplies and stores (including laundry) and waste management.

Key Responsibilities

- Provide portering services to theatres and clinical areas
- Support the movement of supplies and laundry around the centre and stores
- Ensure all waste is removed from the building regularly
- Routinely check refreshments stations are clean and well stocked

- Support house keeping if required (dealing with spills)
- Ensure the centre is presented in the best light supporting a first-class guest experience.

About You

You're reliable, conscientious, and take pride in your work. You understand the importance of flexible approach to work to support the provision of a first-class service. It is important you can use your own initiative in your sphere of reasonability and don't need wait to act. You should be a good communicator and able to work front of house with patients/guests.

You'll also bring:

- A positive, can-do attitude and attention to detail
- Willingness to work flexibly across various shift patterns including evenings and weekends
- Willingness to undertake training, including infection control and health & safety
- An understanding of confidentiality and patient dignity

Why Welbeck

- Autonomy & Influence:-A leadership community that trusts your expertise to drive excellence and growth.
- Purpose-Driven Culture: A values-led environment where world-class clinical care and operational performance go hand in hand.
- Growth & Impact: Be part of a network defining best practice in day-case healthcare and delivering experiences patients genuinely remember.