

Student Number: 2441554

Course Code: LCLM4005 – Employability and Career Development

Lecturer Name: Sukhpreet Grewal

Job Ad/Description:

Care Assistant – Get Paid for Every Minute You Work

Bluebird Care Epsom, Kingston and Sutton – where your time, skills & heart truly matter.

At Bluebird Care Epsom, Kingston and Sutton, we do care differently. We pay for every single minute you work — including travel — because your time is valuable and your impact is huge.

What you'll get:

- £14.10/hr weekdays | £15.10/hr weekends | £28.20/hr bank holidays
- Paid travel time (£12.71/hr) + 39p/mile mileage
- Flexible contracts (16+ hrs/week) — full or part time
- Annual paid training & 12-week mentor program
- Holiday entitlement that grows with your service
- Loyalty Awards, Blue Light Card discounts & early pay access

The role includes:

- Personal care and daily living support.
- Helping customers with bathing, dressing, and grooming.
- Medication support.
- Mobility support.
- Meal preparation.
- Household tasks such as light cleaning and shopping.
- Supporting customers to feel safe, comfortable, and valued.
- Helping customers maintain independence with dignity and respect.
- Keeping accurate, up-to-date records.
- Communicating with family members and healthcare professionals.
- Driving customers to appointments and outings.
- Using good communication and IT skills to support care planning and documentation.

Requirements:

- Valid right to work in the UK.
- A valid driving licence and access to a car.
- Availability for at least 16 hours per week and alternate weekends.
- Must live locally to the Epsom and Sutton area.

Additional information:

- Bluebird Care Epsom, Kingston and Sutton is an Equal Opportunity Employer.

- DBS / PVG checking and references will be undertaken in line with government regulations and recruitment best practice.

CV:

Personal Profile:

I am currently a final year student studying CERTHE Buisness Skills for the Workplace at Univeristy of Wales Trinity St David. I am a friendly and sociable person; I like to socialise with people of all backgrounds. This helps me to improve my language skills and my socialising skills. I am very trustworthy and responsible. I have excellent multitasking skills and work well under pressure be it in a team or on my own. I have completed an ESOL functional skills entry level 2 successfully. I am very passionate about learning and always explore my options of further education.

Key Skills:

- Good socialising skills
- Organisational and time keeping skills
- Able to use own initiative
- Good mathematical skills
- Problem Solving
- Experience in looking after kids/elderly

Education and Qualifications:

2007-2011: Lokshona Bond High School

SSC in: English, Maths, Bangla, General Science, History

G.P.A in Humanities

2011-2013: Latifa Shafi Chowdhury Women's College

Economics; Islamic History; Logistics

February 2018: Learn with 3

Achieved Stage 1 English Language Training

May 2018 – July 2018: New City Academy College (Arbor Square)

ESOL Functional Skills Entry Level 2

September 2018: New City Academy College (Arbor Square)

ESOL Writing Skills – Entry Level 2

September 2025 – ongoing:

CERTHE Buisness Skills for the Workplace

Experience:

Adult Care Worker:

This role included me looking after elderly people and helping them maintain their routines in their homes and helping them in their daily lives to improve their quality of

living. This included helping them cook and clean around the house and helping them bathe and stay on top of their medications.

Cover Letter:

22nd March 2026

Hiring Manager
Bluebird Care Epsom, Kingston and Sutton

Dear Hiring Manager,

I am writing to apply for the Care Assistant position at Bluebird Care Epsom, Kingston and Sutton. I am interested in this role because it combines my caring nature, my experience supporting elderly people, and my desire to develop my skills in a professional care environment.

In my previous Adult Care Worker role, I supported elderly people in their homes by helping them with daily routines, cooking, cleaning, bathing, and medication support. This experience taught me the importance of patience, dignity, reliability, and treating every person with respect. I also understand the importance of being trustworthy and responsible when working in someone's home.

My CV shows that I have good communication skills, strong organisation and time-keeping skills, and the ability to work independently. I have also completed ESOL Functional Skills Entry Level 2, which has helped strengthen my English language and writing skills. I believe these qualities would help me contribute positively to your team and provide high-quality care to your clients.

I am particularly attracted to your role because of the paid training, mentoring programme, flexible hours, and the fact that you pay for travel time and mileage. These benefits show that your organisation values its staff and supports their development, which is very important to me.

Thank you for considering my application. I would welcome the opportunity to discuss my suitability for the role further.

Yours sincerely,
Student ID: 2441554

