

<b>JOB PROFILE</b>		
<b>Department:</b>	Housekeeping	
<b>Job title:</b>	Domestic Assistant	
<b>Reports to:</b>	Housekeeper	
<b>Responsible for:</b>	Domestic Team	
<b>Level/Grade:</b>	<b>Hours of work:</b> 3 hours daily ( flexible)  Fixed Term Contract to 31.08.19	<b>Salary Scale:</b>  R1 RADIUS Point 1  £8.84 per hour
<b>Job Purpose:</b> To work in partnership with the Housekeeper to provide a safe and clean learning environment for our pupils.		
<b>Job Description</b>		
<b>Key Accountabilities:</b> <ol style="list-style-type: none"> <li>1. Ensure that high standards of cleanliness and hygiene are maintained at all times</li> <li>2. Co-operate and liaise with the whole school to provide domestic services</li> <li>3. Health &amp; Safety</li> <li>4. Other</li> </ol>		
<b>Main Duties and Activities:</b> <ol style="list-style-type: none"> <li>1. <b>Ensure that high standards of cleanliness and hygiene are maintained at all times</b> <ol style="list-style-type: none"> <li>1.1 Ensure high standard of cleanliness and hygiene throughout the school.</li> <li>1.2 Ensure the safe and effective storage and use of all cleaning materials in line with Health &amp; Safety requirements.</li> </ol> </li> <li>2. <b>Co-operate and liaise with the whole school to provide domestic/ housekeeping services</b> <ol style="list-style-type: none"> <li>2.1 Along with the housekeeper, ensure all pupils have an adequate supply of clean clothing and bedding.</li> <li>2.2 Prepare clothing and bedding for arrival of new pupils.</li> <li>2.3 Support the efficient operation of the school's laundry.</li> </ol> </li> <li>3. <b>Health &amp; Safety</b> <ol style="list-style-type: none"> <li>3.1 Ensure Health and Safety policies and procedures are adhered to at all times.</li> <li>3.2 Ensure that regular checks of the school premises are undertaken and report any necessary maintenance issues to the Site Manager.</li> <li>3.2 Work in co-operation with the school Housekeeper/Site Manager to ensure the prompt repair of all damage and faults.</li> <li>3.3 Report any situation that may present a risk to Health &amp; Safety to the Housekeeper, Site Manager or Senior Leadership Team.</li> <li>3.4 Be aware of and respond to changes in legislation and national guidelines relevant to the post.</li> </ol> </li> <li>4. <b>Other</b> <ol style="list-style-type: none"> <li>4.1 Be aware of company and school polices and procedures.</li> <li>4.2 Be aware of the cultural, religious and ethnic needs of the pupils and how these needs can be meet within a residential special school.</li> <li>4.3 Attend relevant training courses and participate in staff development initiatives to improve knowledge and working practice.</li> <li>4.4 Promote effective relations between all staff.</li> <li>4.5 Carry out such other duties as could be expected of a Domestic Assistant of a residential special school.</li> </ol> </li> </ol>		

Person Specification	
Criteria	Essential = E Desirable = D
<b>Experience, Qualifications &amp; Training</b>	
<ul style="list-style-type: none"> <li>• Good knowledge of cleaning</li> <li>• Clean to a high standard</li> <li>• Manual handling</li> </ul>	<p>E</p> <p>E</p> <p>D</p>
<b>Specific Knowledge &amp; Skills</b>	
<ul style="list-style-type: none"> <li>• Ability to communicate effectively</li> <li>• Ability to work to deadlines</li> <li>• Ability to work under own initiative and work as part of a team</li> <li>• Understanding the needs of SEMH Children managing and challenging behavior</li> <li>• Basic household skills</li> <li>• Awareness of National Minimum Standards and other relevant legislation</li> </ul>	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>D</p>
<b>Personal Qualities</b>	
<ul style="list-style-type: none"> <li>• Conscientious</li> <li>• Ability to cope with daily demands</li> <li>• Understanding confidentiality</li> <li>• Flexible in working patterns</li> <li>• Present a professional image</li> <li>• Willingness to undertake further training</li> </ul>	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>D</p>
<b>Date produced: January 2019</b>	