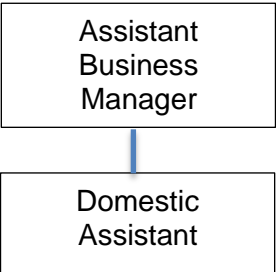


Job Description

Department:	People & Communities
Division/Section:	Clare Lodge Secure Home
Job Title:	Domestic Assistant
Post No:	
Grade:	3
Reports to:	Assistant Business Manager
Organisation Chart: Show immediate manager and any jobs reporting to this post.	 <pre> graph TD A[Assistant Business Manager] --> B[Domestic Assistant] </pre>
DBS Check applicable?	Basic <input type="checkbox"/> Standard <input type="checkbox"/> Enhanced <input checked="" type="checkbox"/> None <input type="checkbox"/>
	Is post exempt under the Rehabilitation of Offenders Act 1974 in respect of declaration of spent convictions? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Line Management responsibility for:	No. of direct reports: 0 No. of indirect reports: 0
Size of budget:	- state whether <i>accountable</i> for (i.e. budget holder) or <i>accounting</i> for (e.g. monitoring) N/A
Job Purpose:	To ensure the physical environment of the Home meets the required standards of cleanliness to meet the needs of the Home and residents and to meet National Standards for Children's Home (England) Regulations 2015.

Main Duties and Responsibilities:

- To ensure that a high standard of cleanliness is maintained throughout Clare Lodge. To maintain and clean all surfaces, fixtures and fittings using appropriate cleaning agents.
- To respond to the young people resident in a courteous and helpful way. To keep all details of work within the service confidential.
- To safely operate cleaning equipment (e.g. commercial vacuum cleaner, carpet cleaner, cleaner's trolley) in accordance with the manufacturer's instructions.
- To ensure all equipment is left clean and is securely stored when not in use. Ensuring that at no time Service Users have access to cleaning equipment. Ensure that a complete count of cleaning products and equipment is made prior to and after leaving the residential sections of the building.
- To maintain awareness of good practice regarding the Control of Substances Hazardous to Health (COSHH).
- To comply with security policies and use all safety and security equipment provided. In particular:-
 - Use of keys, key straps and pouches.
 - To use personal protection equipment and radios.
 - To maintain security of all data (electronic or otherwise) held, or generated by the service.
- To receive cleaning supply deliveries and store appropriately. To support the line manager regarding monitoring stock levels of cleaning supplies.
- To immediately report faults which may constitute a health and safety hazard. To comply with all Health & Safety at work requirements.
- To support the Home In the management of waste, as appropriate to the item or disposal type. E.g. general waste, recycling, hazardous waste.
- Participate in supervision, including performance and development reviews and training.
- To keep abreast of relevant developments, maintaining awareness of current instructions, circulated electronically, staff meetings, information bulletins, circular letters or by verbal or written information given by Managers.

Generic Responsibilities:	<p>To carry out all responsibilities with regard to the Council's Equalities Policy and Procedures and Customer Care Policy.</p> <p>To comply with all Health & Safety at work requirements as laid down by the employer.</p> <p>The council is committed to safeguarding and promoting the welfare of children and vulnerable adults and expects all staff and volunteers to share this commitment.</p>
Flexibility Clause:	<p>Other duties and responsibilities express and implied which arise from the nature and character of the post within the department (or section) mentioned above or in</p>

	a comparable post in any of the Organisation's other sections or departments.
Variation Clause:	<p>This is a description of the job as it is constituted at the date shown. It is the practice of this Authority to periodically examine job descriptions, update them and ensure that they relate to the job performed, or to incorporate any proposed changes. This procedure will be conducted by the appropriate manager in consultation with the post holder.</p> <p>In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible the Head of Service reserves the right to make changes to your job description following consultation.</p>

DATE: 15th January 2021

COMPLETED BY: Deborah Lobleby

Version: 2	Date Issued: November 2018	Review Date: November 2019
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Person Specification

JOB TITLE:	Domestic Assistant	POST NO:	
GRADE:	3	DEPARTMENT:	People & Communities
HOURS	37 hours (FT)		
DIVISION:	Clare Lodge Secure Home	DIRECTOR:	Wendi Ogle-Welbourn
DATE:	15 th January 2021	COMPLETED BY:	Deborah Lobley

ATTRIBUTES	ESSENTIAL CRITERIA	DESIRABLE CRITERIA
KNOWLEDGE	<ul style="list-style-type: none"> • Sound knowledge of cleanliness standards (A/I) • Understands how to safely and appropriately use cleaning products & equipment (A/I) • Demonstrate an understanding and respects the requirement for security & safety in a care or learning setting. (A/I) • Demonstrates respect of privacy for service users in a Home/School setting. (A/I) 	
SKILLS & ABILITIES	<ul style="list-style-type: none"> • Fluent English speaking & communication skills to communicate with service users, staff and visitors in an appropriate manner. (A/I) • Has an eye for detail, able to pick up on items that may be out of place or could be a danger to service users / and or staff members (A/I) • Able to react to volatile situations in a calm measured manner. Ensuring that service users are listened to and responded to in an appropriate manner. (A/I) 	
EXPERIENCE	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> • Previous experience of working as a cleaner (A/I) • Previous experience of providing cleaning in a social care setting (A/I) • Previous experience of security (e.g. keys) (A/I)
QUALIFICATIONS	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> • Safeguarding Training (A/I) • First Aid Certificate (A/I) • COSHH Certificate (A/I) • Manual Handling Certificate (A/I)

PERSONAL CIRCUMSTANCES	<ul style="list-style-type: none"> Physically able to lift and manoeuvre mechanical cleaning equipment. (A/I) Physically able to use and manoeuvre hand held devices e.g. mops, bucket, V sweep, etc. (A/I) 	
EQUALITY	Candidates must demonstrate understanding of, acceptance and commitment to the principals underlying equal opportunities. (A & I)	
CUSTOMER CARE	Knowledge and understanding of effective customer care (A & I)	

*[At the end of each criteria the following codes are used to indicate how the criteria will be assessed:
(AI) Application / Interview, (P) Presentation, (W) Written Test.]*