

WITHERSLACK GROUP JOB DESCRIPTION

POST TITLE:	Domestic / Laundry Staff Level One
RESPONSIBLE TO:	Head of Care / Pastoral Care Manager
LIAISON WITH:	Senior Leaders, Ancillary Staff

OVERALL RESPONSIBILITIES

To assist in ensuring that all areas of the school and/or equipment and/or clothing are maintained to a high standard and to contribute to the ethos of the school by developing and maintaining positive relationships with staff, pupils and visitors.

GENERAL DUTIES

- To ensure designated areas of the school are maintained to a high standard of cleanliness and tidiness
- To assist as necessary with food preparation and service
- To assist as necessary with the washing, drying and storage of cutlery, crockery and other equipment
- To maintain clothing, linen etc to a high standard of cleanliness and repair
- To be aware of the Health and Safety implications of the role performed and adhere to any requirements of the Group / School Health & Safety Policy
- To relate to colleagues, pupils and visitors in a positive and appropriate manner

NB There is a bar at point 7. In order to pass through the bar, staff must have these additional responsibilities:

- To provide supervision, support and guidance to other staff
- To take part in and/or provide relevant training
- To take additional responsibility which may be for:
- Purchasing and maintenance of equipment
- Specific requirement of the school e.g. Health & Safety

SAFEGUARDING

This post is subject to an Enhanced Disclosure check.

Witherslack Group is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. As part of the selection process we will undertake checks to ensure that you do not pose of risk of harm to children and young people.

The post-holder will be expected to contribute to safeguarding children and young people and promoting their welfare of children in accordance with the agreed Child Protection Policy for the setting. Any issues or concerns are reported to their Designated Safeguarding Lead or any Deputy Safeguarding Lead. In the Children's homes, where the Designated Safeguarding Lead or the deputy Designated Safeguarding Lead is not available, and then it would be reported to the senior on duty.

REVIEW

This job description will be reviewed at least once per year and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive

statement of procedures and tasks but sets out the main expectations of the establishment in relation to the post holder's professional responsibilities, duties and grading.

ACKNOWLEDGEMENT

Employee Signature.....

(Print Name) Date

Manager Signature.....

(Print Name) Date

Person Specification for the post of: Domestic Assistant level one

	Essential	Desirable
Experience	<ul style="list-style-type: none"> Evidence of general cleaning and domestic tasks using a variety of different methods. 	<ul style="list-style-type: none"> Previous experience in a similar role.
Education / Training / Qualifications	<ul style="list-style-type: none"> Basic literacy skills 	<ul style="list-style-type: none"> Cleaning or domestic related qualifications i.e.NVQ. Working knowledge of COSHH and Health and Safety regulations.
Skills - Disposition	<ul style="list-style-type: none"> Ability to follow instructions, accept advice, seek guidance and to ask for help. Ability to relate and maintain good relationships with children and adults. Be trustworthy and reliable. 	<ul style="list-style-type: none"> Ability to communicate with colleagues. Experience of working as part of a team.
Working Arrangements / Physical Requirements	<ul style="list-style-type: none"> Ability and stamina to physically undertake cleaning duties. Ability and willingness to undertake in-house training. Ability and willingness to be flexible, vary working hours and practices in accordance with the needs of the service. 	<ul style="list-style-type: none"> Experience of working with people whose behaviour may be difficult and/or challenging would be an advantage.