

**DARLINGTON BOROUGH COUNCIL
CHILDRENS AND ADULTS SERVICES**

JOB DESCRIPTION

<u>POST TITLE :</u>	Domestic Assistant
<u>PAY BAND :</u>	Band 1
<u>JOB EVALUATION NO.</u>	A509
<u>REPORTING RELATIONSHIP</u>	Registered Manager (Children's Home)
<u>JOB PURPOSE :</u>	To undertake cleaning duties in the Children's Homes, ensuring a high standard of hygiene is maintained. To assist in providing comfortable conditions for young people who are looked after
<u>POST NO.</u>	POS001210
<u>PDR COMPETENCY FRAMEWORK</u>	Level 1, Expected Competencies for all employees

MAIN DUTIES/RESPONSIBILITIES

1. General cleaning duties
2. General kitchen duties, including simple preparation of food / assisting with meal preparation
3. Laundry duties
4. Shopping duties
5. Ensure that you work in line with all the Council's policies and procedures and ensure that you are aware of your obligations under these.
6. Behave according to the Employees' Code of Conduct and ensure that you are aware of your obligations and responsibilities re: conflicts of interest, gifts, hospitality and other matters covered by the Code.
7. Carry out your role in line with the Council's Equality agenda.
8. To comply with health and safety policies, organisational statements and procedures, report any incidents / accidents/ hazards and take a pro-active approach to health and safety matters in order to protect yourself and others.
9. Any other duties of a similar nature related to this post that may be required from time-to-time.
10. Darlington Borough Council and schools within the Borough are committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

11. You are required to safeguard and promote the welfare of children with whom you come into contact, to include adhering to all specified procedures.
12. This post has a high level of contact with children
13. This post is subject to an enhanced disclosure. The successful applicant will be subject to the relevant vetting checks before an offer of appointment is confirmed. Following appointment the employee will be subject to rechecking as required from time to time by the Council.

Date: August 2020

DARLINGTON BOROUGH COUNCIL
PERSON SPECIFICATION
CHILDRENS AND ADULTS SERVICES
DOMESTIC ASSISTANT
POST NO. POS001210

All appointments are subject to satisfactory references.

Criteria No.	Attribute	Essential (E)	Desirable (D)
	Qualifications & Education		
1	Educated to NVQ Level 2 / GCSE level or equivalent		D
	Experience & Knowledge		
2	Experience of domestic work	E	
3	Experience of food preparation	E	
4	Knowledge of Health and Safety procedures		D
5	Knowledge of first aid, manual handling and COSHH procedures		D
6	General understanding of the needs of children who are looked after		D
	Skills		
7	Ability to work as part of a team and use own initiative	E	
8	Effective interpersonal skills	E	
	Personal Attributes		
9	Calm, approachable, conscientious, reliable	E	
	Special Requirements		
10	The ability to communicate at ease in accurate spoken English	E	
11	Capable of independent travel to carry out the requirements of the post	E	
12	Interest in working with children to promote their development	E	
13	Ability to form and maintain appropriate relationships and personal boundaries with children.	E	
14	Emotional resilience in working with challenging behaviours and attitudes to use of authority and maintaining discipline.	E	
15	Suitability to work with children.	E	
16	Satisfactory Enhanced DBS Disclosure Check	E	