

Job Description



Job Title: Domestic Assistant	Service Area: School Improvement Commissioning	
Directorate: Children's	Post Number: LBN1516	Evaluation Number: FROM HRMI SYSTEM
Grade: Scale 1	Date last updated: May 2019	

Overall Purpose of Job

To undertake cleaning duties as specified and other domestic duties as necessary

Job Context

The post holder reports to the Business and Administration Manager.

1. The post holder does not have line management responsibility.
2. The post holder does not have budget responsibility.
3. The post holder will be required to work some evenings, weekends and occasional public holidays in order to meet service requirements and in order to ensure appropriate representation of the Council with residents, the Mayor and elected members, and external bodies.
4. The post holder will be required to wear a uniform and to ensure that all staff adhere to this dress code.

Key Tasks and Accountabilities:

Key tasks and accountabilities are intended to be a guide to the range and level of work expected of the post holder. This is not an exhaustive list of all tasks that may fall to the post holder and employees will be expected to carry out such other reasonable duties which may be required from time to time.

To undertake all responsibilities listed below:

- Bedrooms ---- floors cleaned. Clean washbasins, taps, polish mirrors. Pull out lockers and clean under beds. Dust/polish bedside cupboards. Wash/wipe window ledges. Bedroom bins emptied.
- Corridors ----- Floors cleaned. Window ledges, where appropriate, cleaned.

- Toilets and Shower Rooms ----- Clean with appropriate cleaner. Check each toilet cubicle has toilet roll. Wash basins and clean taps. Check each wash-room basin has soap. Polish mirrors.
- Shower heads ----- clean with appropriate cleaner.
- Stairs-----Vacuum carpet (spot clean where necessary). Window ledges cleaned. Hard flooring ----dust control, sweep/vacuum.
- Porch ---- Floor cleaned. Door panels cleaned.
- Outside Toilets ----- Clean with appropriate cleaner. Clean wash basin and taps. Check the basins have soap and that the toilet cubicles have toilet roll. Wash floor.
- Boiler Room & Toilet area -----Wash floor. Clean toilet and wash basin with disinfectant. Clean window ledge.
- Staff Shower Room ---- Wash floor. Clean toilet and wash basin with disinfectant. Shower base and shower panels cleaned. Ensure shower mats are changed daily. Polish mirror and clean window ledge. Ensure there are clean towels on the towel rail and that the room has toilet roll.
- Dining Room ----- dust control sweep or vacuum, damp mop. Tables and chairs cleaned. Window ledges dust and damp wipe .Empty rubbish bin.
- Lounge ----- dust control sweep or vacuum, damp mop. Pull out chairs and clean under and ensure upholstered chairs are cleaned (spot clean where necessary).Dust and damp wipe window ledges and shelves.
- Cloakroom ----- Sweep floor and vacuum where appropriate and damp mop.
- Offices, Staff room and classrooms ---- Clean as necessary.
- Linen ----- Assist with laundry.

Any other duties designated by the Centre Manager or Business and Administration Manager, within the grading of the post and the competence of the post holder

General Conditions:

- All duties carried out should comply with the Health and Safety at Work Act
- Holidays will generally be taken in closed periods at the convenience of the Centre. Request for leave should be made to the Office Manager in advance to ensure full cover of cleaning duties can be arranged.
- In order to deliver the service effectively, a degree of flexibility is needed and the post holder may be required to perform work not specifically referred to above. Such duties, however, will fall within the scope of the post, at the appropriate grade.

EQUALITY AND DIVERSITY

We are committed to and champion equality and diversity in all aspects of employment with the London Borough of Newham. All employees are expected to understand and promote our Equality and Diversity Policy in the course of their work.

PROTECTING OUR STAFF AND SERVICES

Adherence to Health and Safety requirements and proper risk management is required from all employees in so far as is relevant to their role. All employees are expected to understand and promote good Health and Safety practices and manage risks appropriately.

Personal Specification



Job Title: Domestic Assistant	Service Area: School Improvement Commissioning	
Directorate: Children's	Post Number: LBN02132	Evaluation Number: FROM HRMI SYSTEM
Grade: Scale 1	Date last updated: October 2019	

IMPORTANT INFORMATION FOR APPLICANTS

The criteria listed in this Person Specification are all essential to the job. Where the Method of Assessment is stated to be the Application Form, your application needs to demonstrate clearly and concisely how you meet each of the criteria, even if other methods of assessment are also shown. If you do not address these criteria fully, or if we do not consider that you meet them, you will not be shortlisted. Please give specific examples wherever possible.

CRITERIA	METHOD OF ASSESSMENT
EQUALITY AND DIVERSITY We are committed to and champion equality and diversity in all aspects of employment with the London Borough of Newham. All employees are expected to understand and promote our Equality and Diversity Policy in the course of their work.	
PROTECTING OUR STAFF AND SERVICES Adherence to Health and Safety requirements and proper risk management is required from all employees in so far as is relevant to their role. All employees are expected to understand and promote good Health and Safety practices and manage risks appropriately.	
KNOWLEDGE: A clear understanding of health and safety. A demonstrable understanding of cleaning products.	Application Form/Interview/Test Application Form/Interview/Test

EXPERIENCE: Experience is desired but not essential	Application Form/Interview/Test
SKILLS AND ABILITIES: Ability to work alone and in a team. Ability to manage time effectively.	Application Form/Interview/Test Application Form/Interview/Test
PERSONAL STYLE AND BEHAVIOUR: You take pride in your work. You are punctual, reliable and trustworthy.	Application Form/Interview/Test Application Form/Interview/Test
OTHER SPECIAL REQUIREMENTS: Willingness and ability to work occasional evenings and weekends to maintain service delivery. Some of the duties undertaken by this post may require the post holder to have a full current driving licence, and be willing to drive a Council vehicle after completing a Council driving test. This post is subject to an enhanced DBS check. This post is exempt from The Rehabilitation of Offenders Act (1974).	Application Form/Interview Application Form/Interview/Test Satisfactory clearance at conditional offer stage Application Form