



ruskinmill sunfield

JOB DESCRIPTION

JOB TITLE:	Domestic Assistant
DEPARTMENT:	Business Support Staff
RESPONSIBLE TO:	Domestic and Catering Manager
SALARY/ GRADE:	Grade 1 – National Minimum Wage (Dependent on qualifications and experience)
HOURS:	Part Time

ETHOS

The post holder will be expected to support, embrace, articulate and work with Sunfield's vision, values and purpose which is drawn from a long history of appreciation and integration of Rudolf Steiner's insights into human development. This is then braided with a practical, purposeful and therapeutic education and a homely and nurturing living environment that supports the physical, emotional and spiritual development of each child and young person who attends Sunfield. In addition Sunfield supports families and carers, and looks to advance the public understanding through education and research.

The post holder is expected to treat each person, student and staff, with dignity and respect, ensuring high aspirations are met, and contribute to shaping the learning community of the School and home as part of Ruskin Mill Trust, always remembering that our core purpose is to improve the education and lives of our students and adults.

LIASON

To liaise with all staff employed by the Sunfield, Ruskin Mill Trust, professional bodies, external consultants, and any outside bodies as and when required.

JOB PURPOSE

- You are expected to undertake normal domestic duties, which include the school, offices and communal areas of Sunfield.

STATEMENT OF RESPONSIBILITIES

- To undertake cleaning in such a way that ensures you're own and others' safety.
- To undertake cleaning with environmentally friendly cleaning products
- To clean offices and other rooms as required, to include:
 - Vacuuming and mopping floors;
 - Dusting/wiping surfaces;
 - Emptying bins;
 - Clean finger marks from doors, windows, switches;
 - Wipe, dust and disinfect phones;
 - Dusting glasswork and exhibitions of work;

- Vacuum carpets and upholstered furniture;
- Dust or wipe and polish furniture, ledges, cabinets and skirting boards;
- Occasional laundering of towels and linen from guest rooms.
- To clean toilets: Ladies, Gents and Disabled, which includes:
- Hand basins;
- Wash/dry, polish toilet seats and wash interior surface;
- Disinfect toilet bowls and urinals;
- Wipe walls, tiles and mirrors;
- Dust and wipe surfaces and fittings;
- Sweep, wash and disinfect floors;
- Empty and disinfect bins and sanitary bins;
- Wipe and disinfect hand driers;
- Replenish toilet tissue, liquid soap, towels and other facilities;
- Shower rooms – wash and disinfect all surfaces and fittings.
- To ensure best practice and comply with Health and Safety and environmental legislation.
- To cover for absent colleagues when necessary, as reasonably required.
- To ensure all work undertaken is completed to a high standard.
- To ensure any keys in the Domestic's possession are kept secure and safe at all times.
- To ensure cleaning products and materials are stored securely and safely.
- To comply with Sunfield's Manual Handling Policy and Practice.

SAFEGUARDING

- Ensure all staff are issued with 'Part One: Safeguarding Information for All Staff, Keeping Children Safe in Education (September 2018)' and '*What to do if you are worried a child is being abused—advice for practitioners*' on appointment and annually.
- Read, understand and adhere to the Sunfield safeguarding policy and procedures.
- Staff to be made aware of what action to take if they have a concern about the conduct of a colleague, the home manager or any member of staff employed at Sunfield and how to report these in accordance with the Sunfield policy and procedures.
- Operate safer recruitment principles, including ongoing vigilance.
- Ensure all staff are aware of the NSPCC Whistleblowing Helpline.

OTHER PROFESSIONAL REQUIREMENTS

- To reflect the philosophy of our Mission Statement in their everyday practice.
- To attend and participate in staff in-service training days as directed.
- To participate in work related continued professional development (CPD) and supervision programmes and develop professional and personal skills to achieve agreed targets.
- To deliver training or development opportunities as required.
- To work co-operatively with other staff within the Sunfield.
- To work with children and young people within Sunfield as and when required.
- To maintain a 'duty of candour' and to be open and honest at all times, ensuring that concerns are raised promptly through the appropriate management routes.
- To be responsible for the care and development for your working area.
- May, from time to time be required to work additional hours as shall be necessary to discharge properly your duties and responsibilities outlined in this job description.
- To undertake any other duties appropriate to this level of post which will evolve as the job progresses until the job description is reviewed.
- **Safe Working Practices for Adults working with Children** - It is the responsibility of each employee to carry out their duties in line with Sunfield Children's Home ethos and culture of safe working practices for Adults working with children and young people and be sensitive and caring to the needs of the disadvantaged, promoting a positive approach to a harmonious working environment. Each employee should act as an exemplar on these issues and must, where appropriate, identify and monitor training for themselves and any employees they are responsible for. To comply with all the

policies and procedures of the School including the Sunfield Safeguarding (Child Protection) Policy and Procedure.

- **Freedom of Information Act and Data Protection Act** - The post holder is required to comply with the above legislation and maintain awareness of the school's policies and procedures relating to the Freedom of Information and Data Protection Acts. Attention is specifically drawn to the need for confidentiality in handling personal data and the implications of unauthorised disclosure.
- **Equality and Diversity** - The post holder will be required to comply with and maintain awareness of Sunfield Children's Home policies relating to Equality and Diversity.
- **Health and Safety** - The post holder must at all times carry out his/ her responsibilities with due regard to Sunfield Children's Home policy, organisation and arrangements for Health and Safety at Work.
- **Flexibility** - All staff will be expected to accept reasonable flexibility in working arrangements and the allocation of duties to reflect the changing roles and responsibilities of Education and Children's Services. Any changes arising will take account of salary and status. They will also be subject to discussion with individuals or sections affected and with appropriate Trades Unions.

This job description sets out the duties and responsibilities of the post at the time it was drawn up. Sunfield is continually striving to improve their provision, therefore duties may vary with time, but will always be of a level commensurate with salary.

This job description should be regarded as a guide to the duties required and is not definitive or restrictive in any way. The duties of the post may be varied from time to time in response to changing circumstances. This job description does not form part of the contract of employment.

Where the post holder is disabled or becomes disabled every effort will be made to supply all necessary aids, adaptations or equipment to allow them to carry out all the duties of the job. If, however, a certain task proves to be unachievable job redesign will be given full consideration.

PERSON SPECIFICATION

Domestic Assistant

Essential	Desirable
Experience	
<ul style="list-style-type: none"> • Experience of managing and prioritising a varied workload ensuring completion of tasks within strict deadlines • Experience of working in a cleaning capacity • Experience of working in a similar physically demanding role 	
Knowledge	
<ul style="list-style-type: none"> • Knowledge of using a wide range of machinery and tools 	
Skills and Abilities	
<ul style="list-style-type: none"> • Outstanding interpersonal skills in order to form cohesive working partnerships • Excellent verbal communication skills • Excellent organisational and co-ordination skills to prioritise and complete projects in order of urgency • Proven ability to demonstrate a systematic and meticulous approach towards following guidelines • Proven ability to quickly familiarise with new machinery and tools • Ability to act with intent to prolong the life of equipment and materials, ensuring due care and attention is paid to correct usage and storage • Ability to demonstrate openness and an eagerness to complete projects as instructed at short notice • Ability to address staff maintenance issues with respect and professionalism at all times, no matter how minute the problem. 	
Other	
<ul style="list-style-type: none"> • Demonstrate a commitment to: • Equality of opportunity • Promoting Sunfield Children's Home vision and ethos • High quality, stimulating learning environment • Relating positively to and showing respect for all members Sunfield and its wider community • Ongoing relevant professional self-development • Safeguarding and child protection 	