

## Job Description

### OC1368XV XG711 GR1 JDPS Domestic Assistant

Job Details	
<b>Grade</b>	GR1
<b>Job Evaluation Number</b>	
<b>Number of Posts</b>	
<b>Directorate</b>	Schools and Academies
<b>Division</b>	Operational Services
<b>Department</b>	
<b>Service Area</b>	
<b>Reporting to</b>	Domestic Bursar

### Strategic statement about Birmingham City Council

#### 1.0 Portfolio Responsibilities

1.1 To provide a high standard of cleanliness and a pleasant environment in the Residential Homes to facilitate the effective care of pupils and full use of the homes by staff and pupils.

1.2 To maintain cleanliness to prevent any health risk from occurring in the Residential Homes.

1.3 To support and perform duties in the Dining Room, Kitchen and Laundry as directed by the Domestic Bursar including the service of food at lunchtime to pupils and staff.

#### 2.0 Key Responsibilities (WHAT DO WE EXPECT THIS ROLE TO ACHIEVE)

2.1 To clean and maintain to a high level of hygienic condition all areas of the residential homes including kitchens, toilets, bathrooms, communal areas, and any other areas across the school as required by the Domestic Bursar.

2.2 To carry out specialized cleaning duties using industrial equipment for shampooing carpets and polishing floors.
2.3 To carry out ad hoc requests for emergency or un-programmed cleaning.
2.4 To work with regard to Health and Safety at Work regulations and always have regard to the safety of self and others.
2.5 To report to the Domestic Bursar any fault/damage equipment or hazards observed.
2.6 Undertake any relevant training and appropriate Professional Development, including adhering to the principle of Performance Management.
2.7 To prepare, present and serve all dishes to the highest standard for pupils/staff/hospitality functions as required by the Domestic Bursar.
2.8 To be aware of pupils on special or restricted diets for medical or religious reasons from information provided by the Domestic Bursar.
2.9 To clean up spillages when food is spilt or dropped where such spillages are hazardous to pupils/staff.
2.10 to deal with any body spillages in the Residential Homes/Dining Room in accordance with infection control procedures.
2.11 Assist with clearing, cleaning, and washing up in the Dining Room and/or Kitchen area at the end of lunchtime and at any other times as required.
2.12 To observe, maintain, and always record prescribed standards of hygiene in the Kitchen and Dining Room.
2.13 To comply with all Food Hygiene Regulations whilst carrying out food handling duties with full regard to Food Hygiene Regulations.
2.14 To assist and undertake general laundry duties including ironing, basic sewing and repair duties as required by the Domestic Bursar.
2.15 To adhere to the ethos of the school: ☐ To promote the agreed vision and aims of the school. ☐ To set and example of personal integrity and professionalism. ☐ Attendance at appropriate staff meetings.
2.16 Any other duties as commensurate within the Grade in order to ensure the smooth running of the school.

### 3.0 Management Responsibilities (excludes those who are INDIRECTLY supervised i.e., through others)

Post Title	Grade	Number of Posts
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	N/A	

### Special Conditions

Is Safeguarding Check needed?	DBS Enhanced Adults and Children
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## Person Specification

### Essential Criteria

Method of Assessment (M.O.A): Application Form; Work Based Exercise; Interview; Qualifications; Presentation

Experience		Relevant cleaning experience
Other		Willingness to undertake to gain Basic Food Hygiene Certificate and any other appropriate training.
Other		High level of personal integrity and professionalism.
Competency		Ability to work as part of a team and be able to use own initiative when required.
Competency		Able to accept instructions.
Competency		Flexible approach.
Competency		Enthusiastic and hardworking attitude
Education		Good general education

All staff at BCC understand and are committed to Equal Opportunities employment and service delivery.

As a Disability Confident Committed Employer, we take positive action to ensure people living with a disability or a long-term health condition feel supported, engaged, and able to fulfil their potential in the workplace. People with a disability telling us on their application form they wish to participate in the scheme and who can then demonstrate in their application that they meet the essential criteria for the

role will be shortlisted and offered an interview.

## Safeguarding

Everyone has a responsibility to safeguard the welfare of children, young people, and adults at risk, whatever the role of the individual, or Birmingham City Council service or Directorates they work in. Birmingham City Council will work with the appropriate statutory bodies when an investigation into child abuse or a safeguarding adult's investigation is necessary.

The Council is committed to safe recruitment practices and recognises that this fits into an overall corporate approach to safeguarding across a range of functions that need to operate together in order to be effective. This applies to employees, volunteers, work placements, elected members, licencing, school transport arrangements and any other regulated positions.

The Council's safe recruitment process includes pre-employment vetting which involves establishing full employment histories; proof of identity; satisfactory references; health assessment; checks of qualifications; asylum and immigration checks; and criminal record checks with the Disclosure and Barring Service.

The Council's website will contain links to the current versions of safer recruitment policies that are in force.

In line with the has an overarching responsibility for safeguarding and promoting the welfare of all children/young people and adults in its area. All BCC employees are expected to:

- Work in a way that prevents and protects service users from abuse;
- To be aware of the signs of abuse or neglect;
- Recognise the signs of abuse and neglect; and
- Record and report any concerns or incidents.

Record and report any concerns or incidents.

**At Birmingham City Council (BCC), we are committed to creating an environment and culture that promotes equality, diversity, and inclusion; making sure BCC is a place for people to be their best, authentic selves. We welcome applications from people of all backgrounds, including those with caring responsibilities and flexible working options will be considered. We are building up our vibrant staff networks for peer-led support, with safe spaces for those who need it and offer access to our talent programmes to support everyone in reaching their aspirations and fulfilling their potential.**