

**LINDEN LODGE SCHOOL
JOB DESCRIPTION**



STATUS

Job Title: Domestic Assistant
Accountable to: Premises Manager
Grade: Scale 1B Point 1 - (Term Time Only – 39 Weeks per year)

CONTEXT

Responsible, under the direction and instruction of the line manager, To undertake laundry and other Domestic Duties as required within the school to meet all the required standards of cleanliness, Health and Safety and Safeguarding.

General

- Work to school's policies and procedures, particularly in regard to equal opportunities, health and safety and confidentiality
- Demonstrate professional accountability at all times
- Practice within the professional codes of conduct

Laundry

- Undertake general laundry duties including washing & ironing
- Liaise with Childcare staff re timetable for Unit laundry runs
- Handle incoming laundry and linen check items before washing for damage or stains
- Use water and appropriate chemicals to remove stains before, during and after processing of items.
- Sort items according to colour, size and type of fabric to ensure appropriate cleaning and timely returns of items.
- Tag items with bar codes or computer chips for identification where required.
- Load, unload and operate machines as appropriate including (but not limited to) washing machine, dryer and ironing machines,
- Ensure that the laundry area is kept clean and tidy paying special attention to Health & Safety regulations related to the machines.
- Maintain the high standard of cleanliness and good condition of all machinery and equipment used by you, and to report any faults to the School Facilities Manager.

- Maintain client confidentiality and security of buildings.
- Work as part of a team and adopt flexible working practices.
- Undertake any other duties as reasonably requested by the Headteacher or Facilities Manager

Domestic

- Undertake ad-hoc cleaning duties to assist the school cleaning team as required by School Facilities Manager/Head of Residential Care/Headteacher
- Be aware of and comply with Health and Safety guidelines for the particular area that is being worked in.
- Work with site team to complete emergency cleaning duties across the site as required and directed by School Facilities Manager/Headteacher.

<i>Safeguarding</i>	<p>Be fully aware of and understand the duties and responsibilities arising from the Children's Act and Working Together in relation to child protection and safeguarding children and young people as this applies to the worker's role within the organisation</p> <p>Be fully aware of the principles of safeguarding as they apply to vulnerable adults to the workers role</p> <p>Ensure that the worker's line manager is made aware and kept fully informed of any concerns which the worker may have in relation to safeguarding and/or child protection</p>
<i>Leadership</i>	To work under overall supervision of the Headteacher and Facilities Manager.
<i>CPD</i>	Commitment to own personal development and to undertake mandatory training as required
<i>Behaviour / Risk Management</i>	Work with other colleagues to ensure safety of both workers and users at all times
<i>Supporting other colleagues</i>	Take instruction and support the school with undertaking relevant duties across the site.
REVIEW	This job description does NOT define all the duties and responsibilities commensurate with the post. As such, it will be reviewed at the end of the academic year or earlier if necessary and may be amended at any time after consultation with you.