



Job Title: Domestic Assistant

Responsible to: Domestic Supervisor / HR Manager

Talbot House Children's Charity are looking to recruit a Domestic Assistant to work within our Charity, cleaning areas of our School.

Suitable applicants will ideally have experience working in a similar environment and using commercial cleaning equipment.

Job Description:

Responsibility for cleaning the building (working as part of a team or individually), including, but not limited to:

- Deep clean of toilets and toilet areas, on a daily basis (replenishment of toiletries, etc.).
- Clean and mop all floors / vacuum all carpeted areas.
- Clean and empty bins and remove waste to designated areas.
- Spot clean spillages and machine clean carpets and buff flooring periodically.
- Dusting/washing all surfaces.
- Clean internal glass internal and external window and door glass.
- Respond to any ad-hoc cleaning requirements as they occur.
- Demonstrate flexibility as required due to the demands of the role.
- Carry out such other duties as may be reasonably required from time to time and / or as directed by your Line Manager / Senior Leaders or Managers.

Other:

- Support Talbot House Children's Charity's commitment to safeguarding children and promoting their welfare and contribute to the overall ethos/work/aims of the school.
- Be a strong role model for pupils.
- Be aware of, and comply with key policies and procedures, for example, health and safety, equality and diversity, security, confidentiality, data protection, and report all concerns to line management.
- Operate as a supportive member of the team by providing support and assistance to other members and attending and participating in team meetings.
- Participate in training, other learning activities and performance development as required.
- Drive company vehicles as required for the role (to include but not limited to cars and mini-buses), with or without pupils present.
- The above list is not exhaustive, and other duties may be attached to the post from time to time.
- Variation may also occur to the duties and responsibilities without changing the general character of the post.

To apply please fully complete our application form, using the personal specification to help you complete the 'skills, experience and knowledge' section of the form. Applicants who read our Tips for Applicants document before completing this section of our application form are more likely to be offered an interview. You will find our Tips for Applicants document attached above.

If you have any queries regarding this position or the application process, please contact the HR Department on 0191 229 0111 or email HR at: hr@talbothousecc.org.uk

Note: The Charity is committed to safeguarding and promoting the welfare of children and expect all staff to share this commitment. We are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expect all staff to share this commitment (see full policy details on our website). This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore applicants should be aware that the post will only be offered to successful candidates subject to an Enhanced DBS check as well as other employment clearances and continued subscription to the DBS Update Service. Please see link for further information:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/945449/rehabilitation-of-offenders-guidance.pdf

Please note that this role is classed as regulated activity as it involves working directly with children and/or vulnerable adults. All short-listed candidates will be asked to complete a criminal records self-declaration form prior to interview. Please note it is an offence to apply for this role if the applicant is barred from engaging in regulated activity relevant to children and the Charity has the right to respond appropriately.

We can only accept a Charity Application Form for this role. We are not able to accept CVs for any role. If you submit a CV it will not be reviewed. Please view our safer recruitment policy. Applicants should be aware that any relevant issues arising from their declarations and references will be addressed at interview.

Personal Specification:

	CRITERIA - ESSENTIAL / DESIRABLE CRITERIA FOR THE ROLE & WHERE TO EVIDENCE	ESSENTIAL / DESIRABLE	EVIDENCED
QUALIFICATIONS, TRAINING, KNOWLEDGE & EXPERIENCE			
1	No specific educational qualifications are required. Ideally GCSEs Grade C / 4 or above in English and Maths.	D	A
2	Experience of working in a similar environment.	E	A/I/R
3	Previous experience of working in a school	D	A/R
4	Knowledge of Health and Safety	E	A/I
5	Previous Health & Safety Training	E	A/I
6	Knowledge of COSHH	E	A/I
7	Previous COSHH Training	E	A
8	Knowledge and understanding of the importance of Safeguarding	E	A
SKILLS & ABILITIES			
9	Ability to prioritise work and manage time effectively.	E	A/I
10	Self-motivated and able to use own initiative.	E	A/I
11	Ability to maintain high standards of cleanliness	E	A/I
12	Good level of written, oral and communication skills	E	A/I
13	High level of organisational and planning skills	E	A/I
14	Able to work effectively as part of a team	E	A/I
15	Ability to follow instructions and work safely	E	A/I
PERSONAL QUALITIES			
16	Demonstrates a resilient and calm persona	E	I
17	A good sense of humour	E	I
18	Enthusiasm, energy, integrity and a positive outlook	E	A/I
19	Good role model with a can-do attitude	E	I
20	Understanding of the importance of flexibility	E	A/I/R
21	Driving Licence (willing to drive company vehicles as required)	D	A

A = Application Form, I = Interview, R = Reference