

Northumberland County Council
JOB DESCRIPTION

Post Title: Domestic Assistant	Director/Service/Sector		Office Use
Band: 1	Workplace: Kyloe House, and the multisite children's homes; Thorndale, Pegsworth, Phoenix and Coanwood		JE ref: 2141 HRMS ref:
Responsible to: Registered Manager (Open Homes) / Business Support Manager (Kyloe House)	Date: May 2025	Manager Lever:	
Job Purpose: To maintain the cleanliness and hygiene within the homes			
Resources	Staff	No staff	
	Finance	No finance	
	Physical	Shared responsibility for the careful use of equipment	
	Clients	Shared responsibility for young people when working within the home	
Duties and key result areas: <ul style="list-style-type: none"> To dust and polish furniture, fittings, sills, ledges and rails etc To wash walls, fittings, windows and paintwork etc To clean lavatories, hand basins, bathrooms and laundry areas etc To complete laundry tasks, including occasional soiled laundry To collect and dispose of refuse To vacuum, sweep and wash floors To wash and iron curtains and soft furnishings where appropriate To ensure blinds and curtains are in place and hung correctly To shampoo carpets when required To wipe down/vacuum mattresses when appropriate To deep clean areas of the home on a rotational basis To deep clean young people's bedrooms on a rotational basis To sweep up outside To clean internal windows To complete training relevant to the role, as identified in the Workforce Development Plan. To store and use cleaning products in line with COSHH guidelines and using appropriate PPE. To monitor supplies and order cleaning products. To report any maintenance defects To attend occasional staff team meetings To work as part of a team To work within the policies of the home To be aware of risk assessments for both the environment and the young people To work across different sites for the open homes Any other duties consistent with the nature and level of the post 			

The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.

Work Arrangements

Physical Regular need to lift and carry items of moderate weight
Transport requirements: None
Working patterns: Monday to Friday working times within standard day and set rota
Working conditions: Working in a domestic type of environment

PERSON SPECIFICATION

Post Title: Domestic Assistant		Director/Service/Sector: People	Ref: 2141
Essential		Desirable	Assess by
Knowledge and Qualifications			
Basic numeracy and literacy skills		A basic food hygiene qualification Some knowledge of the range of tasks together with the operation of associated tools and equipment	
Experience			
Ability to undertake basic domestic tasks.		Previous experience in a domestic assistant role within a care setting	
Skills and competencies			
Basic knowledge of relevant Health and Safety guidelines. Ability to follow straightforward oral and written instructions and to keep basic work records Physical skills related to the work		Not applicable	
Physical, mental and emotional demands			
Physical ability to carry out various bending and stretching activities.		Not applicable	
Caring approach to working with people.			
Motivation			
A commitment to providing a clean safe environment for young people A commitment to undertake job related training		A commitment to personal development	
Other			
Prepared to work in generally favourable conditions but with some exposure to disagreeable elements. Good team working ability. To work at times without direct instruction. Ability to satisfy DBS requirements		Flexible approach	

Key to assessment methods; (a) application form, (i) interview, (r) references, (t) ability tests (q) personality questionnaire (g) assessed group work, (p) presentation, (o) others e.g. case studies/visits

National Qualification Framework

The three regulatory authorities have updated the National Qualifications Framework for England, Wales and Northern Ireland as part of a review of regulatory arrangements. (The three regulatory authorities are QCA, ACCAC and CCEA).

The NQF is designed to help with career progression and act as a guide to learners to make informed decisions about their training needs.

It aims to:

- promote access, motivation and achievement in education and training, strengthening international competitiveness
- promote lifelong learning by helping people to understand clear progression routes
- avoid duplication and overlap of qualifications while making sure all learning needs are covered
- promote public and professional confidence in the integrity and relevance of national awards.

The following table provides an indication of the new frameworks.

National Qualifications Framework	Framework for Higher Education Qualification levels (FHEQ)
8 Specialist awards	D (doctoral) doctorates
7 Level 7 Diploma Professional qualifications	M (masters) masters degrees, postgraduate certificates and diplomas
6 Level 6 Diploma Professional qualifications	H (honours) bachelors degrees, graduate certificates and diplomas
5 Level 5 BTEC HND	I (intermediate) diplomas of higher education and further education, foundation degrees, higher national diplomas
4 Level 4 Certificate	C (certificate) certificates of higher education
3 Level 3 Certificate (OND) Level 3 NVQ A levels	
2 Level 2 Diploma Level 2 NVQ GCSEs Grades A*-C	
1 Level 1 Certificate Level 1 NVQ GCSEs Grades D-G	
Entry Entry Level Certificate in Adult Literacy	

The use of levels in the NQF is to indicate the generally comparable outcome of an award but does not indicate that different awards share purpose, content and outcomes.