

**JOB DESCRIPTION**

<b>Post Title:</b>	<b>Domestic Assistant</b>	<b>Director/Service/Sector</b>		<b>Office Use</b>
<b>Band:</b>	<b>1</b>	<b>Workplace:</b> NETHERTON Park, Kyoie House and Thornbrae Children's Homes		<b>JE ref:</b> 2141 <b>HRMS ref:</b>
<b>Responsible to:</b> Residential Administration Manager		<b>Date:</b> September 2011	<b>Manager Lever:</b>	
<b>Job Purpose:</b> To maintain the cleanliness and hygiene of specified areas of the premises and participate in the laundering process				
<b>Resources</b>		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	
<b>Duties and key result areas:</b> <ul style="list-style-type: none"> <li>• To dust and polish furniture, fittings, sills, ledges and rails etc</li> <li>• To wash walls, fittings, windows and paintwork etc</li> <li>• To clean lavatories, hand basins, bathrooms and laundry areas etc</li> <li>• To wash, dry and press linen</li> <li>• To prepare beverages</li> <li>• To collect and dispose of refuse</li> <li>• To vacuum, sweep and wash floors</li> <li>• To sort soiled laundry</li> <li>• To operate all machines used in the laundry process</li> <li>• To sort, fold and distribute clean laundry within the unit</li> <li>• To undertake cleaning of machinery</li> <li>• To wash and iron curtains and soft furnishings where appropriate</li> <li>• To shampoo carpets</li> <li>• To wipe down/vacuum mattresses when appropriate</li> <li>• To attend staff team meetings</li> <li>• To work as part of a team</li> <li>• To work within the policies of the home</li> <li>• To be aware of risk assessments for both the environment and the young people</li> <li>• Any other duties consistent with the nature and level of the post</li> </ul> <p>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.</p>				
<b>Work Arrangements</b>				
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 environment and laundry premises	
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**Northumberland County Council  
PERSON SPECIFICATION**

Job Descriptions 2009/Domestic Assistant

<b>Post Title: Domestic Assistant</b>		<b>Director/Service/Sector: People</b>	Ref: 2141
<b>Essential</b>	<b>Desirable</b>		<b>Assess by</b>
<b>Knowledge and Qualifications</b>			
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		
<b>Experience</b>			
Ability to undertake basic domestic tasks.	Previous experience in a domestic assistant role.		
<b>Skills and competencies</b>			
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		
<b>Physical, mental and emotional demands</b>			
Physical ability to carry out various bending and stretching activities.  Caring approach to working with people.	Not applicable		
<b>Motivation</b>			
A commitment to providing a clean safe environment for young people A commitment to undertake job related training	A commitment to personal development		
<b>Other</b>			
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 ISA and CRB 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.