Domestic Assistant

* Service Area: Adult Social Care
* Grade: Scale 2
* Post Manager: Lorna Esterine
* Your team: 28A King Henry’s Walk Respite Service
* Effective Date: 01/12/2024

Our mission

We are determined to create a more equal Islington, where everyone who lives here has an equal chance to thrive.

To do this, everyone who works at Islington Council lives by a set of values which guide us in everything that we do: collaborative, ambitious, resourceful, and empowering. They spell out ‘CARE’, which is what we think public service is all about.

[Watch our video](https://www.youtube.com/watch?v=LfdyvXRk5a0) to hear more about our mission and how you can help us achieve it from the Leader of the Council, Cllr Kaya Comer-Schwartz.

Key responsibilities

To carry out all aspects of domestic work conducive to a clean and hygienic environment, at all times being mindful of the health, safety and welfare of service user’s and staff.

1. Cleaning all parts of the building including – Bedrooms, offices, sensory room, wet-rooms, toilets, laundry room, dining room, kitchen, lounge, hallways including:

* All Floors, including vacuuming, carpet shampooing, mopping, polisher’s etc
* Furniture and equipment such as sofa, desks, TV’s, tables, mirrors, work surfaces – disinfecting, dusting etc
* Regular disinfecting of high touch areas – taps, door handles
* Showers, shower chairs and toilets, including floors, pans, sinks and replacing the spent toilet rolls and paper hand towels etc.
* Skirting boards: sweep and mop

1. Ensure COSHH and stock rooms are kept neat and tidy:

* Arrange for stock to be replenished when they run low
* Handle and use products according to manufacturers and COSHH guidelines

1. Complete and sign off daily on cleaning schedules as required.
2. External Cleaning of building – sweeping leaves, rubbish in front of main entrance/carpark.
3. Polishing Internal glass panels.
4. Responsibility for the safe usage and storage of domestic equipment and cleaning materials.
5. Reporting any defective equipment, furniture etc to the deputy / assistant managers.
6. Ensuring that the normal security procedures applicable to the building are followed, especially whenever entering and leaving the premises, or whenever others enter or leave the premises.
7. You will be expected to carry out all duties associated with the job description outlined above. This job description is not exhaustive, and the management team will inform you of any additional duties relevant to the job role.
8. To interact respectfully and appropriately with all service users when carrying out your duties.
9. Comply with all infection control guidelines.
10. To comply with confidentiality / data protection legislation.
11. Ability to implement the safeguarding and whistleblowing procedures in response to observing alleged poor practice or alleged abuse.
12. To achieve service outcomes and, personal/professional goals targets, as agreed with your line manager.
13. To undertake relevant training and development, including meetings, check-in’s, seminars and other events.
14. To be committed to the Council’s core values of public service, quality and equality:

* At all times, carrying out responsibilities and duties in accordance with all relevant legislation, codes of practice and Council policies and procedures which includes:
* Carrying out duties and responsibilities in accordance with the Council’s Health and Safety Policy/Legislation.
* At all times carrying out responsibilities / duties within the framework of the Council’s Dignity for all Policy (Equal Opportunities Policy).

Compliance

Ensure legal, regulatory and policy compliance under GDPR, Health and Safety and in area of your specialism identifying opportunities and risks and escalating where appropriate.

Work style

Flexible / Frontline Role

Person Specification

You should demonstrate on your application form how you meet the criteria. Please ensure you address all the criteria as this will be used to assess your suitability for the post.

Essential criteria

Qualifications

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| --- | --- | --- |
| Essential criteria | Criteria description | Assessed by |
| E1 | Must be aware of the issues involved in working in close contact with adults with physical and learning disabilities. | Interview |

Experience

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| --- | --- | --- |
| Essential criteria | Criteria description | Assessed by |
| E2 | Should be experienced in using semi-industrial cleaning equipment i.e., scrubbers / polishers, wet / dry vacuum etc. To be physically fit to lift equipment safely. | Application/Interview |
| E3 | Should be able to clean, efficiently, areas of the building allocated to them, including lavatories, bedrooms, wet rooms and communal areas | Application/Interview |
| E4 | Ability to comprehend verbal instructions relating to the safe use of cleaning materials e.g. quantity, and dilution instructions, including safe operation. | Application/Interview |
| E5 | Awareness of Health and Safety at Work e.g. working with dangerous substances, moving furniture, using equipment, personal protection equipment and use of warning signs. | Application/Interview |
| E6 | Ability to adhere to the Equal Opportunities Policy and deliver the services within this framework. | Application/Interview |
| E7 | Participation in individual supervision, training, and the Council’s Performance Management system as required. | Application/Interview |

Skills

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| Essential criteria | Criteria description | Assessed by |
| E8 | Ability to use semi-industrial cleaning equipment i.e., scrubbers / polishers, wet / dry vacuum etc. To be physically fit to lift equipment safely. | Application/Interview |
| E9 | Should be able to work with minimum supervision. | Application/Interview |
| E10 | Good communication skills. | Application/Interview |
| E11 | Should be able to work the hours / shifts on a rota system, including weekends, Bank holidays etc. | Application/Interview |

Special requirements of the post

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| Essential criteria | Criteria description | Assessed by |
| E12 | This role will require you to obtain an Enhanced clearance from the Disclosure and Barring Service | Application/Interview |
| E13 | Demonstrate commitment to adhere to the Council’s Dignity for All policy (Equal Opportunities Policy). | Application/Interview |
| E14 | This post needs to meet the requirement of the Baseline Personal Security Standard | Application/Interview |

Our accreditations

Our accreditations include: the Healthy Workplace award; Timewise; London Living Wage Employer; Disability Confident Committed; The Mayor’s Good Work Standard; Stonewall Diversity Champion; and Time to Change.



Effective Date: 25/11/2024