



Job Description

Domestic Assistant

Job Details	
Grade	GR2
Number of Posts	1
Department	Residential
Reporting to	Care Manager

Who Are We?
<p>We are Birmingham Children's Trust.</p> <p>'Working Together to make Birmingham the greatest city to grow up in.'</p> <p>The sole purpose of Birmingham Children's Trust is to make a positive difference for children, young people and families in the city, by driving up the quality of practice and partnerships across the city and its services.</p> <p>Every employee from Family Support and Social Workers to Finance and Legal, work together to make a positive difference to children, young people and families. We are one team, and each have an important role to play in achieving the Trusts objectives.</p> <p>Birmingham Children's Trust Leadership team comprises of six Executive Directors who are responsible for leading and managing the Trust to be an autonomous and high performing organisation.</p> <p>Our Vision:</p> <p>Our vision is to build a Trust that provides excellent social work and family support for and with the city's most vulnerable children, young people and families.</p> <p>We will do this:</p> <ul style="list-style-type: none">• with compassion and with care.• through positive relationships, building on strengths.• in collaboration with children, young people, families and partners.• by listening, involving and including.• in ways that are efficient and deliver value for money. <p>Success will mean significant progress towards these outcomes:</p> <ul style="list-style-type: none">• healthy, happy, resilient children living in families.• families able to make positive changes.



- children able to attend, learn and achieve at school.
- young people ready for and contributing to adult life.
- children and young people safe from harm.

Our Values:

ONE TEAM

ACCOUNTABILITY AND RESPONSIBILITY

QUALITY AND INNOVATION

RELATIONSHIPS

HIGH SUPPORT HIGH CHALLENGE

Key Responsibilities

Scope and Purpose of Role

- To ensure the building is kept clean and tidy, and that areas requiring special attention, kitchen and toilets, etc are maintained at the necessary hygiene standards. Also to undertake other tasks relating to the needs of children.

General Duties and Responsibilities

- To monitor the cleanliness of the building and undertake cleaning where agreed and when necessary.
- To be responsible for the domestic up-keep of the building, and especially ensure that areas important to hygiene i.e. kitchen, toilets and laundry areas are clean.
- To undertake kitchen and dining room duties (e.g. laying and clearing tables where appropriate).
- To undertake laundry duties as required.
- To attend staff meetings as required.
- To receive regular supervision (within the Trusts framework) from a senior member of staff identified by the Manager. Your work would be regularly supervised, or your supervisor would leave you to work within established guidelines, subject to scrutiny. At times you would also be expected to plan your own work to ensure you are completing the tasks required to achieve the required standards. As part of your induction you would be advised regarding the level of supervision you would receive.
- To ensure that cleaning materials are safely stored.
- To monitor the supply of cleaning materials and advise appropriate manager of goods required.



- To observe their personal responsibility to Health and Safety requirements, and notify managers of problems related to Health and Safety issues.
- To undertake other duties at a similar responsibility level as directed by the Unit Manager or Deputy.
- To undertake training as necessary.

Key Information													
Is a Safeguarding Check needed?	<p>Yes</p> <table border="1"> <thead> <tr> <th></th> <th>Children</th> <th>Adults</th> <th>Children and Adults</th> </tr> </thead> <tbody> <tr> <td>Basic</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Enhanced</td> <td></td> <td></td> <td>x</td> </tr> </tbody> </table>		Children	Adults	Children and Adults	Basic				Enhanced			x
	Children	Adults	Children and Adults										
Basic													
Enhanced			x										
Will this position have Line Manager Responsibility?	No												

Person Specification

Essential Criteria		
Method of Assessment (M.O.A): AF = Application Form; E = Work Based Exercise; I = Interview; P = Presentation; Q = Qualifications		
CRITERIA	Method of Assessment (M.O.A)	ESSENTIAL
Training	I	Willingness to undertake further training.
Training	I	Knowledge of basic Fire Procedures.
Training	I	Knowledge of basic Food Hygiene measures.
Experience	AF/I	Some experience of general domestic duties in a work

		setting.
Experience	AF/I	Experience of working in a setting where other people are present.
Skills	I	Good interpersonal skills with adults and children.
Skills	I	Ability to maintain confidences outside of the work place.
Skills	I	Ability to understand Health and Safety Procedures.
Skills	I	An ability to fulfil all spoken aspects of the role with confidence using the English Language as required by Part 7 of the Immigration Act 2016

At Birmingham Children's Trust, we are dedicated to safeguarding and promoting the welfare of children and young people. We expect our staff to create an environment and culture that promotes equality, diversity, and inclusion and advocate for anti-discriminatory practices and behaviours.

