

JOB ROLE PROFILE AND PERSON SPECIFICATION

Post Title and Number: Domestic and Laundry Assistant _____

Present Grade: _____ Scale 1b Dept: Independence & Well Being

Service/Section/Team: Bridgewood Nursing Home

Reports to (title): House Keeper

Standard hourly rate: £10.71

To apply to join the Talent Bank for this role, please complete your C.V. detailing work experience and qualifications and email to talent@enfield.gov.uk

All areas will be explored further if your application proceeds to interview stage.

Please note that this work is offered on an “as and when” basis and you will not be an employee of Enfield Council.

Purpose of the Role:

To maintain the cleanliness and hygiene, including laundry, of the home to ensure residents, their families and friends, staff, visitors and contractors are in a clean, safe and comfortable environment

Dimensions including Structure Chart:

1. Annual budgetary amounts with which the role is either directly or indirectly concerned:
2. Structure Chart: see attached
3. Number of direct reports: none
4. Nature of reporting relationship between post holder and line manager: operational and daily
5. Any other relevant statistics
 - 70 beds
 - 6 units
 - 100 staff
 - 7 fte domestic staff
6. Contacts
 - Residents and their visitors
 - House keeper and other ancillary staff
 - Care and nursing staff
 - Management team

Key Accountabilities:

Insert the most important and frequent accountabilities first.

(You are not restricted to eight accountabilities)

Accountabilities	Percentage of Time (%)
To provide a personalised service to residents and their families with regard for their individual needs, H & S at all times	
1. To provide cleaning, distribution of laundry and other tasks across all areas of the home under the direction of the house keeper with regard for infection control and other legislation based on daily, weekly and other routines including non-routine tasks such as spillage	40%
2. Work with other ancillary, care and nursing staff to maintain high standards throughout the home at all times	10%
3. Undertake the laundry of residents personal items and soft furnishings with due care and attention at all times to cleaning instructions	15%
4. To implement all H & S requirements at all times including emergency drills and to be accountable for own actions	10%
5. To provide support to dining and kitchen areas before, during and after meal times laying tables, cleaning and clearing to ensure the space is clean and items are returned to the main kitchen area	10%
6. To attend induction, training and supervision when required, taking responsibility for own learning	10%
7. To use equipment in accordance with instructions and to report faults or problems immediately	5%
8. Any other duties reasonably requested by management	
9. Carry out all accountabilities in compliance with the IWE's Policies and Procedures	

Key Relationships (Internal and External):

Residents and their visitors
 Home management team
 Nursing and care staff
 Maintenance and Kitchen staff

Equality and Diversity:

The IWE has a strong commitment to achieving equality in its service to the community and the employment of people and expects all employees to understand, comply with and promote its policies in their own work.

Health and Safety:

The post holder shall ensure that the duties of the post are undertaken with due regard to the IWE's Health and Safety Policy and to their personal responsibilities under the provisions of the Health and Safety at work Act 1974 and all other relevant subordinate legislation.

For a more detailed definition of these responsibilities, refer to the current versions of the Corporate Health & Safety Policy, Group Safety Policy and employee information leaflet entitled "Health & Safety Policy; Guidance on Staff Health & Safety Responsibilities".

Corporate Health and Safety Responsibilities

All employees have personal responsibilities to take reasonable care for the health and safety of themselves and others. This means:

1. Understanding the hazards in the work they undertake;
2. Following safety rules and procedures;
3. Using work equipment, personal protective equipment, substances, and safety devices correctly; and
4. Working in accordance with the training provided and only undertaking tasks where appropriate training has been received.

Employees shall co-operate with the Council by allowing it to comply with its duties towards them. This requires employees to:

- take part in safety training and risk assessments and suggest ways of reducing risks; and
- take part in emergency evacuation exercises.

Employees shall report all accidents, 'near miss' incidents and work related ill health conditions to their manager/supervisor/team leader.

Employees shall read the Corporate Health & Safety – Organisation Part B Policy to ascertain and understand their responsibilities as an employee

Information Security:

In order to protect the confidentiality, integrity and availability of IWE information, including information provided by customers, partner organisations, and other third parties, where applicable, employees will comply with the IWE's Information Security Policy.

Statement of Commitment to Safeguarding of Children and Vulnerable Adults through safer employment practice:

IWE is committed to safeguarding and promoting the welfare of children and vulnerable adults. Safe recruitment of staff is central to this commitment, and the IWE will ensure that its recruitment policies and practices are robust, and that selection procedures prevent unsuitable people from gaining access to children, young people and vulnerable adults. All staff employed to work with or on behalf of children and young people in the IWE must be competent.

All staff working with Children & Vulnerable Adults should be aware of, and share the commitment to safeguarding and promoting the welfare of children, young people and vulnerable adults when applying for posts within IWE.

PERSON SPECIFICATION

Job Title: Domestic & Laundry Assistant

Grade: scale 1b

Department: Independence & Well Being

Team: Bridgewood Nursing Home

	HOW TESTED
<p>KNOWLEDGE, SKILLS & ABILITIES (<u>Management Information:</u> you are not restricted to 2 criteria for each category)</p>	Application – A Test – T Interview – I
<p>Job Specifics – Skills, Experience (<u>Management information:</u> In this section you should list between 4 and a maximum of 8 essential recruitment and selection criteria and 2 desirable criteria). The information you provide in this section will be used in the recruitment application process to assess the suitability of job applicants.</p> <p>Essential:</p> <ol style="list-style-type: none"> 1. Ability to communicate with residents, families and staff 2. Ability to implement and follow basic H & S requirements 3. Ability to work in a team 4. Ability to use powered / industrial equipment after training 5. Ability to read instructions and to complete basic records 6. Ability to complete cleaning and laundry routines <p>Desirable:</p> <ol style="list-style-type: none"> 1. Experience of working in services for vulnerable adults 2. 	
<p>Competencies*:</p> <p>Management information: Please choose a maximum of 6 most important competencies for the role from either the Staff Competency Framework (up to SO2) Leadership Competency Framework (PO1 and above) and list here in ranked order. Candidates will be asked to address these when making their application.</p> <ol style="list-style-type: none"> 1. Customer focus 2. Uphold standards 4. Give support 5. Plan and organise 6. Build relationships 	

<p>Knowledge*</p> <ol style="list-style-type: none"> 1. Basic H & S legislation 2. Infection control principles 	
<p>Qualification(s)*</p> <ol style="list-style-type: none"> 1. none 2. 	
<p>Other Special Requirements*</p> <ol style="list-style-type: none"> 1. Physically able to carry out cleaning and laundry duties within the home 2. To work on a rota including evenings, early starts, weekends, bank holidays 	

Management Information: *If you want specific knowledge assessed to determine the suitability of a job applicant, or a specific qualification is required for the postholder to undertake the job role, or there is a special requirement that needs to be assessed, you must also include these requirements in the Job Specifics – Skills, Experience and Competencies section. HR will use a competency assessment tool to ensure that individuals matched to jobs under the Redeployment process (or shortlisted & you choose to assess candidates using a competency assessment tool e.g Facet 5 psychometric assessment) achieve the highest ratings for your ranked competencies. Those candidates that require development in some areas will be discussed with you.