

## WARGRAVE HOUSE & LEAP SPECIALIST COLLEGE

### JOB DESCRIPTION

<b>Job Title:</b>	Domestic Assistant
<b>Responsible to:</b>	CEO
<b>Directly Reporting to:</b>	Estate Manager
<b>Staff Reporting Directly to:</b>	N/A
<b>Contract Type</b>	TTO + 4 weeks
<b>Salary / Hours</b>	NJC Point 1/ 16 hours per week

### MAIN RESPONSIBILITIES

Under the direction of the Chief Executive Officer:-

- Co-operate with all school staff in providing a happy, caring environment for the children.
- Aim to create good working relationships with all staff.
- Play an active part in promoting good public relations in the locality so as to increase public awareness of and support for, the aims and objectives of the school.
- Undertake training, personal/professional development etc (eg in order to keep abreast with current trends in hygiene) as directed or agreed with your line manager and the Chief Executive Officer.

### SPECIFIC DUTIES

- (i) Hours as per Contract of Employment.
- (ii) To maintain all the areas of the school to a high standard of cleanliness and sanitary order in accordance with agreed systems of work.
- (iii) To report any breakages, damage or necessary repairs that need to be carried out to the Estates Manager following school safe systems of work by the use of reporting via School Pod.
- (iv) To become familiar with and observe the school's Health, Safety and Fire regulations, discipline and grievance procedures and any other policy or guidelines which may bear on proper legal and safe job practice.
- (v) To attend staff and extracurricular meetings as necessary.
- (vi) To maintain strict confidentiality concerning individual pupils.
- (vii) To undertake specific tasks as required by the Chief Executive Officer.

## **SCOPE OF THE ROLE**

To demonstrate flexibility in problems of domestic work, including:-

- Cover for absence.
- Be willing to work within the range of settings across the school site and at different geographical locations to support business needs.
- To be involved in domestic duties for the Extended School Services and deep cleans when required.

## **GENERAL RESPONSIBILITIES**

- Promote a positive image of autism and the school.
- Ensure that your conduct within and outside the school does not conflict with the professional expectations of Wargrave House.
- Actively support and promote Wargrave House School and all its policies including Equal Opportunities.
- Co-operate with all staff in maintaining harmonious inter-personal relations.
- Ensure the respect, dignity and rights to privacy of pupils as far as possible.
- Carry out any other duties within the scope, spirit and purpose of the job, the title of the post and its grading as required by the Chief Executive Officer or his/her higher level of authority.

## **Care Standards Act 2000, and The Health and Social Care Act 2008 (Regulated Activities) Regulations 2014**

It is a requirement upon all staff to report (to the designated Safeguarding Lead, Chief Executive, Head of Education, or the Governing Body, or to the National Care Standards Commission or other approved inspectorate with which the service has an agreement for inspection under the Children Act 1989, or to the local social services authority or to the police) any concerns they may have about practices in the service, or the behaviour of colleagues, which they consider likely to put at risk of abuse or other serious harm. Staff have a duty to prevent vulnerable students or colleagues from being drawn into terrorism and are required to report any concerns following the Company's Safeguarding Prevent procedures.

Wargrave House Limited provides a guarantee that the procedures will be invoked in ways that do not prejudice any whistle blower's own position and prospects if they have reported an allegation or concern in good faith.

It is now a requirement that your job description makes it clear that failure by a member of staff to report actual or reasonably suspected physical, sexual or emotional abuse or neglect of a student is a disciplinary offence.

## **Additional information**

The work at Wargrave House for those working directly with the service users can on occasion be physically demanding and employees must be able to undertake in full the requirements of the job and requisite training.

For the safety of staff and the service users, training will be provided to assist employees to carry out their role, specifically Team Teacch, Moving & Handling, First Aid and Health & Safety training (this provides staff with the skills to carry out the

sometimes necessary safe holds in a non-threatening way). Employees will be required to fully participate in all training.

Having a disabling condition does not preclude you from working for Wargrave House. However, you should make Wargrave House aware of any adaptations required to enable you to undertake the work.

### **Confidentiality**

Maintain confidentiality for all areas of Wargrave House Limited, its staff and its work. The nature of the work within the service entrusts people with confidential information about the students, their families and staff. Any breach of this confidentiality will constitute gross misconduct.

### **Common Responsibilities**

1. Be aware of and comply with policies and procedures relating to safeguarding, health and safety, security confidentiality and data protection, reporting all concerns to an appropriate person.
  - a. **NB. Failure by a member of staff to report actual or reasonably suspected physical, sexual or emotional abuse or neglect of a child or vulnerable adult is a disciplinary offence.**
  - b. Ensure that corporal punishment is **NOT** used at **ANY** time.
2. Promote a positive image of autism and the school.
3. Ensure that your conduct within and outside the school does not conflict with the professional expectations of Wargrave House.
4. Actively support and promote Wargrave House School and all its policies including Equal Opportunities.
5. Co-operate with all staff in maintaining harmonious inter-personal relations.
6. Ensure the respect, dignity and rights to privacy of pupils as far as possible.
7. Carry out any other duties within the scope, spirit and purpose of the job, the title of the post and its grading as required by the Chief Executive Officer or his/her higher level of authority.
8. Undertake training, personal/professional development etc (eg in order to keep abreast with current trends in hygiene) as directed or agreed with your line manager and the Chief Executive Officer.
9. Read and be aware of all details in the Company's Employer Handbook and all relevant policies.
10. To be responsible for all tasks undertaken, checking work as appropriate.
11. To work in an organised and efficient manner ensuring that a tidy and safe environment is maintained.
12. To attend training as appropriate and as authorised by the Chief Executive Officer.
13. Maintain a professional relationship with other members of the site team

14. Maintain a flexible approach towards specific post-related tasks with other site team colleagues.
15. Undertake other duties as required by the Director of Services which are considered to be commensurate with the purpose of the post and grading.
16. Participate in the performance management process as agreed by the Company.
17. Play a full and active part in the life of the school and college.
18. Support the welfare of students in their educational/care environments.
19. As part of the whole school team, promote the well-being, behaviour and personal development of students.
20. Understand and apply Company policies including but not limited to:-
  - Safeguarding Children and Adults,
  - SEN,
  - Health and Safety,
  - Dignity at Work.
21. Maintain confidentiality inside and outside the workplace.

Note: This job description reflects the present requirement of the post. As duties and responsibilities change and develop, the job description will be reviewed and subject to amendment.

**Wargrave House School operates a safe recruitment process. Appointment to the post will be subject to suitable references and an enhanced Disclosure Barring Service check. Wargrave House is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.**

Signed and accepted:.....

Date:.....