Housekeeping Assistant

Grade 3

**Reporting Relationships**

**Responsible to: Bursar**

**Responsible for: N/A**

**Vision Statement for Families First**

‘To work with partners and families in Staffordshire to enable vulnerable children and young people to be safe and secure; to promote physical and emotional well-being and to help them achieve their full potential within their communities’.

This shared vision has been developed by a range of people involved in and committed to high quality, strong and effective children and families’ services in Staffordshire. It incorporates views and ideas from managers, front-line practitioners and service users who will be the key contributors to making the vision a reality.

**Purpose and values of working with children and families**

Families First works closely with partner organisations and our approach is built on the firm foundations of an integrated ‘team around the family’. We facilitate local support and evidence-based intervention for children and families to prevent needs escalating to a level requiring statutory specialist services. Where specialist services are needed, we ensure that timely and effective decisions are made to secure the best outcomes for a child’s future.

Our staff and services are based in localities to provide easy access to families, and we work with schools and academies, with Police, health services and a range of other partners through our Local Support Teams to prevent children, young people and families requiring more intensive support.

* Ensure resources are used in the most effective and efficient way to achieve sustained improvements to the lives of children, young people and families.

We will share information with commissioners and partners to develop effective and efficient services.

We’ll know we have succeeded when we can provide evidence that we are achieving

our core purpose within the resources available.

* Work with children, young people and families that are at risk of their needs escalating to a level that requires statutory intervention.

We will invest in services to prevent needs escalating and will recognise that children’s needs are best met within their own family and community, where this is safe to do so.

We’ll know we have succeeded when an increased proportion of children, young people and families report improved outcomes.

* Involve and engage children, young people and families in aspects of the services that we develop and deliver.

Families First is committed to involving and engaging children and young people, and we will ensure that our services continue to be fully responsive, that practice is focused on children and young people’s needs and that their views are built into the design and delivery of services from the outset.

We’ll know we have succeeded when children, young people and their families tell us they are satisfied with our services; that they feel involved and we can provide evidence of where we have acted on service user feedback.

* Share responsibility with partners to achieve positive outcomes for children and young people.

Working with our partners we will deliver services to children and young people to achieve positive outcomes that respond to and meet individual and locality needs.

We’ll know we have succeeded when we have evidence to show that shared outcomes have been achieved.

**Looked After Children’s Service**

The Service’s function is to ensure that all Staffordshire’s Looked After Children and Care Leavers achieve their full potential. The Service works in partnership with children, families and other professionals to promote resilience and improved outcomes for children by providing and supporting non-stigmatising, stable placements and after care arrangements.

**Brunswick Place**

The purpose of the service is to provide a safe and secure environment that promotes the welfare of children who are considered to be on the ‘edge of care’ and at risk of becoming looked after. The service contributes to the development of the young person’s prevention plan. We partner Families First ‘Intensive Prevention Service’ (IPS), the young person’s Social Worker and other relevant agencies.

We work holistically with the young person and their family to fulfil their assessed needs and plans for the young people, to focus interventions not only across services but within the community and family environment to support families to remain together.

We aim to build resilience and stabilise the family’s situation so that young people can remain at home.

**Disability Resources**

The Service’s function is to provide a range of flexible short breaks to meet the needs of disabled children and their carers.

Short breaks take place during the day, evening, overnights, or weekends, and activities and can take place in the Resource Centre, Family Link, home or community setting.

Disability Resources work closely with disabled children, their parents and carers and a range of other professionals, including Independent Futures, to facilitate short break packages to provide a range of positive opportunities for disabled children and give parents and carers a break from their caring responsibilities.

**Professional Accountabilities**

* Additionally, the post holder is required to contribute to the achievement of the Council, Directorates, Strategic HR and individual objectives through:

**Financial Management**

* Personally accountable for delivering services efficiently, effectively, within budget and to implement any approved savings and investment allocated to the service area.

**People Management**

* Participation and contribution in the Personal Performance Review process.

**Equalities**

* Ensure that all work is completed with a commitment to equality and anti-discriminatory practice, as a minimum to standards required by legislation.

**Climate Change**

* Delivering energy conservation practices in line with the County Council’s corporate climate change strategy.

**Health and Safety**

* Ensure a work environment that protects people’s health and safety and that promotes welfare and which is in accordance with the County Council Health & Safety policy.

**Safeguarding**

* To be committed to safe guarding and promoting the welfare of children and young people/vulnerable adults.

The content of this job description and person specification will be reviewed on an annual basis in line with the Directorate’s training and development review policy.

**Main Duties and Responsibilities – Housekeeping Assistant**

1. To undertake the cleaning of the home to ensure that all areas are kept in a clean, hygienic and comfortable condition.
2. To operate powered domestic equipment, including a vacuum cleaner, carpet cleaner, floor cleaning machines and laundry equipment.
3. To be involved in the Development Plan for the home and participate in staff meetings as required.
4. To be aware of the young people’s individual risk assessments, as appropriate.
5. To motivate young people in taking care of the home environment, and where appropriate, assist young people in developing skills towards independence.
6. In agreement with the management team and consistent with young people’s individual risk assessments, encourage and support them to develop skills and knowledge of independent living skills with regards to housekeeping.
7. To communicate with the Bursar on matters applicable to the home environment.
8. To ensure the provision of sufficient clean bedding and linen and any other laundry duties required.
9. To undertake training appropriate to the role. This will include Basic Food Hygiene, Kitchen Safety Training, COSHH, and Health and Safety etc.
10. When required, assist in the basic preparation of food.
11. To ensure that all cleaning materials and equipment are kept secured when being used, and following use as per Health and Safety Risk Assessments.
12. To ensure adequate stock of cleaning materials are maintained within the home.
13. To ensure that any known operational difficulties or significant events in respect to safeguarding young people within the home are made known to the Unit Manager, Senior Residential Worker, Children’s Residential Manager, and Service Manager without delay, and to take shared responsibility for seeking solutions to the presenting difficulties.
14. To be aware of the approach used to manage difficult, challenging behaviour consistent with the Department’s physical intervention training programme. This focuses in the first instance on de-escalation techniques, and only uses restraint as a ‘last resort’ measure, as laid down in the Children’s Homes Regulations 2001.
15. You may be expected to work in another residential home in order to provide additional support.
16. To be aware of young people’s individual risk assessments as appropriate.
17. To attend and make a positive contribution to training sessions, supervision and Personal Performance Reviews.
18. To be aware of the complaints procedure and ensure that any complaint made by a young person is passed on immediately to a senior member of the care staff.
19. To be aware of the shift planning process.
20. To ensure that the Department’s ‘Whistle Blowing’ policy is fully understood, poor practice is challenged, and staff work with the young person’s best interests in mind at all times
21. To undertake any other duties required by management, which are commensurate with the grading of the post, although suitable adjustments will be made in line with the Disability Discrimination Act 2005.

**PERSON SPECIFICATION** A = Assessed at Application

I = Assessed at Interview

T= Test

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| **Minimum Criteria for Two Ticks \*** | **Criteria** | **Measured by** |
| A green logo with text  Description automatically generated  A green logo with text  Description automatically generatedA green logo with text  Description automatically generated  **A black and purple sign with text  Description automatically generated**  **A black and purple sign with text  Description automatically generated** | **Knowledge and Experience**  Relevant experience in housekeeping duties, including the use of electrical equipment.  Ability to demonstrate a good work record.  An understanding of Health and Safety issues and regulations including an understanding of COSHH (Control of Substance Hazardous to Health).  A basic knowledge of food hygiene regulations. | A/I  A/I  A/I  A/I |
| **A black and purple sign with text  Description automatically generated**  **A black and purple sign with text  Description automatically generated** | **Skills**  Ability to work unsupervised on own Initiative and as part of a team.  Friendly and helpful attitude to work with ability to communicate with colleagues and young people on a one to one basis.  Able to demonstrate good quality cleaning skills. | A/I  A/I  A/I |
|  | **Other requirements**  To be able to work flexibly and undertake changes in a rota to meet short-term priorities.  Willingness to undertake Proact Scipr training in relation to working with young people who may display challenging behaviour.  A willingness to undertake training opportunities, including Basic Food Hygiene Certificate and COSHH.  A commitment to equal opportunities and anti-discriminatory practice. | A/I  A/I  A/I  A/I |

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If a disabled person meets the criteria indicated by the Disability Confident scheme symbol and provides evidence of this on their application form, they will be guaranteed an interview.

We are proud to display the **Disability Confidence Symbol,** whichis a recognition given by Jobcentre plus to employers who agree to meet specific requirements regarding the recruitment, employment, retention and career development of disabled people.

If you need a copy of this information in large print, Braille, another language, on cassette or disc, please ask us by contacting the **Recruitment Team on 01905 947446**