



Parkwood Hall
C.O-OPERATIVE ACADEMY

JOB DESCRIPTION

School Name:	Parkwood Hall Co-operative Academy, Swanley
Job Title:	Domestic Assistant
Reports To:	Domestic Team Supervisor
Salary	Actual Term Time Salary: NJC Points 3 – 4 £13,684.00-£13,957.14 Including Outer Fringe Allowance of £461.51 30 hours per week, term time only for 39 weeks per year including INSET days.
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<p>Parkwood Hall is a residential and day school for pupils aged 8-19 years with moderate to severe learning difficulties and other complex needs including autism and language difficulties. We are passionate about creating a culture of wellbeing where all staff and pupils are valued and supported so that we can all 'grow, learn and flourish.'</p> <p>Parkwood Hall aims to provide an outstanding and supportive learning environment which challenges students to achieve success. The core learning values, which are at the centre of the curriculum, focus upon developing the student's resilience and ability to make informed life choices.</p>	
<p>Job purpose:</p> <p>The successful candidate will join a strong team who work very well together to keep our beautiful Victorian building clean and ready for use by our students and staff.</p>	
<p>Specific Responsibilities</p> <ul style="list-style-type: none"> • To maintain the cleaning requirements of areas of the Co-operative Academy site as directed by the Cleaning Supervisor. • It is expected that the area allocated will include cleaning all internal glass, paintwork and brass etc. Carpet areas to be vacuumed, all other flooring to be washed. Areas of heavy soiling to be reported to the Cleaning Supervisor for action. • Bathroom and Toilet areas to be cleaned and disinfected daily. 	

<ul style="list-style-type: none"> • To ensure at all times that health and hygiene standards are met. • To ensure that items of concern relating to Health and Safety are reported as per the current procedures and policies. 	
<p>General Responsibilities</p> <ul style="list-style-type: none"> • Ensure an awareness of Health and Safety Regulations. • This position is part of the Co-operative Academy domestic team which maintains all buildings on site, and as such any member of that team may be asked to assist in other related areas when needed e.g. staff absence, in order to maintain health and hygiene standards. • To maintain confidentiality in all aspects of Parkwood Hall Co-operative Academy. The nature of the working environment entrusts people with confidential information. Any breach of this confidentiality will constitute gross misconduct. • To co-operate with all Parkwood Hall Co-operative Academy staff in maintaining good relationships with outside agencies and the general public in order to promote and uphold the Co-operative Academy's image. • To perform any other duties as are within the scope, spirit and purpose of the position as requested by the Principal. 	
<p>Person Specification</p> <p>Essential</p> <ul style="list-style-type: none"> • Knowledge, Skills and Experience • Previous experience of working in a similar role • Good organisational skills • Good communication skills • Ability to follow guidelines and instructions • Thorough understanding of the appropriate use of cleaning equipment <p>Personal Qualities</p> <ul style="list-style-type: none"> • Commitment to the values of the school • Flexible approach to working environment • Ability to work well as part of a team • Enthusiastic with a passion for providing a quality cleaning service 	
<p>General Information:</p>	
<p>Equality of Opportunity</p>	<ul style="list-style-type: none"> • As a member school staff to take individual and collective professional responsibility for reinforcing and promoting a working environment free from discrimination, victimisation, harassment and bullying. • Ensure the development and progression of equality within the sphere of responsibility of this post and the fair and equal treatment of all colleagues, children, parents and visitors.
<p>Confidentiality and Data Protection</p>	<ul style="list-style-type: none"> • To treat all information acquired through employment, both formally and informally, in strict confidence. • To be aware of the school's responsibilities under the Data Protection Act 1984 for the security, accuracy and relevance of personal data held on such systems and ensure that all processes comply with this.
<p>To contribute as an</p>	<ul style="list-style-type: none"> • Any other duties as reasonably required by any SLT of the

<p>effective and collaborative member of the School team</p>	<p>school.</p> <ul style="list-style-type: none"> • Participating in the ongoing development, implementation and monitoring of the school plans. • Attend regular meetings as required and make a positive contribution during meetings.
<p>Child Protection</p>	<ul style="list-style-type: none"> • Attend regular meetings as required and make a positive contribution during meetings • To be alert to issues of child protection ensuring that the welfare and safety of children attending Parkwood Hall Co-operative Academy is promoted and safeguarded and to report any child protection concerns to the designated Safeguarding Lead using safeguarding policies, procedures and practice • Prevent, identify and minimise risk of interpersonal abuse or violence, safeguarding children and other vulnerable people, initiating the management of cases involving actual or potential abuse or violence where needed • Be aware of and update colleagues, as appropriate to comply with current legislation and policies affecting practice, e.g. Children’s Act, National Service Frameworks, Child Protection Procedures, Health and Safety and Data Protection.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date below but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.

Signatures:

Employee _____ Date _____

Principal _____ Date _____