

REMARKABLE AUTISM LTD

JOB DESCRIPTION

Job Title:	Domestic Assistant
Responsible to:	CEO
Directly Reporting to:	Premises Manager
Staff Reporting Directly to:	n/a
Salary:	NJC Point 2-3 15 hours per week

Main Purpose of the Post

1. To carry out the professional duties of a Domestic Assistant upholding the aims, ethos and philosophy of the company established by the CEO.
2. To adhere to all policies as validated by the CEO, Head Teacher, Governing Body and Trustees.
3. Co-operate with all school staff in providing a happy, caring environment for the children.
4. Aim to create good working relationships with all staff.
5. 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.
6. 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 and Responsibilities

1. To maintain all the areas of the school to a high standard of cleanliness and sanitary order in accordance with agreed systems of work.
2. To report any breakages, damage or necessary repairs that need to be carried out to the Premises Manager following school safe systems of work by the use of reporting via School Pod.
3. 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.
4. To attend staff and extracurricular meetings as necessary.

5. To maintain strict confidentiality concerning individual pupils.
6. To undertake specific tasks as required by the Chief Executive Officer.

SCOPE OF THE ROLE

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

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

Support for the school/college

1. Ensure that matters concerning individual students are kept strictly confidential to the school/college.
2. Ensure that no person inflicts corporal punishment at any time.
3. Maintain the highest degree of personal and professional integrity at all times.
4. Become familiar with Remarkable Autism's fire, health and safety regulations and ensure they are strictly observed.
5. Carry out any other duties as are within the scope, spirit and purpose of the job, the title of the post and its grading

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.
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.
2. Ensure all students have equal access to opportunities to learn and develop.
3. Attend staff meetings, parents evenings/workshops and planned after school/college events as required.
4. Contribute to the overall aims, ethos and work of Remarkable Autism.
5. Use specialist knowledge, skill, experience and training to act as a mentor to others, providing appropriate guidance and supervision as appropriate.
6. Appreciate the role of, support and work with other professionals e.g. Therapists.
7. Maintain continuity and consistency and ensure good communication by attending relevant meetings e.g. behaviour support meetings, staff meetings, parents' evenings and annual reviews, some of which will take place out of school hours.

8. Set a good example in terms of dress, punctuality and attendance.
9. Participate in training, including INSET days, external courses and conferences in order to keep abreast with current trends and ensure continued professional development.
10. In accordance with training received, use positive handling techniques to resolve conflicts in ways that are safe, and which provide opportunities for repair and reflection for everyone involved.
11. Carry out specific tasks as required by the Senior Leadership Team.

It is a requirement upon all staff to report (to the designated Safeguarding Lead, Chief Executive, Head Teacher, or the Governing Body, 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/learners or colleagues from being drawn into terrorism and are required to report any concerns following the Company's Safeguarding Prevent procedures.

Remarkable Autism 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 Remarkable Autism 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 Moving & Handling, First Aid and Health & Safety. Employees will be required to fully participate in all training.

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

Confidentiality

Maintain confidentiality for all areas of Remarkable Autism 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.

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.

Remarkable Autism Limited operates a safe recruitment process. Appointment to the post will be subject to suitable references and an enhanced Disclosure Barring Service check including the child barred list. Remarkable Autism Limited 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:.....

Print name

Date:.....