

Job Description

Job Title	Children's Residential Facilities Officer
Grade	Band E
Reporting To	Registered Manager
JD Ref	PC0146G

Purpose

To support the running of the Councils short breaks children's home for a young people with complex learning disabilities. To supervise a small team of domestic staff with maintaining a clean, safe and welcoming environment for young people. To undertake general maintenance of the building including maintaining decoration to a high standard.

Main Duties And Responsibilities

Behavioural:

- Enjoy, achieve, create impact, and thrive in the role and organisation.
- Live our values in the role and organisation.
- Work flexibly including weekends

Performance Management:

- To support a team of domestic staff to ensure that standards of cleanliness are maintained to a high standard across the service.

Compliance:

- Adhere to and comply with all relevant corporate policies and procedures including Health & Safety, General Data Protection Regulations (GDPR), Corporate Governance and Code of Conduct.
- Ensure all health and safety procedures are complied with to provide for a safe workplace and living environment including regular fire prevention procedures as necessary.
- To maintain appropriate records as requested
- To support managers in the improvement of the home's performance against children's homes Regulations and Quality Standards
- To provide support with the disposal of waste from Council buildings ensuring all waste products including confidential waste, are sorted for recycling, minimising waste destined for landfill in accordance with Council Policy.

Other:

- To be responsible for ordering and obtaining materials necessary to maintain a clean environment.
- To undertake general cleaning, which may include all or any combination of: dusting, tidying and cleaning up of internal and external areas
- To be responsible for day-to-day maintenance and cleaning of all areas of the service
- To undertake garden maintenance including mowing, some planting and weeding.
- To identify and undertake minor repairs around the home to a consistently high standard.
- To undertake redecoration as required around the home to a high standard.
- To ensure that external areas and play equipment are safe for young people using the service.
- Any other duties commensurate with the grade.

Role Specific Knowledge, Experience And Skills

Qualifications

Desirable

- IOSH Managing Safely First Aid qualification

Knowledge & Skills

- Knowledge of general household DIY, garden maintenance and repairs
- Basic knowledge of Health and safety
- Ability to maintain and complete reports and records
- Ability to support a team of domestic staff
- Ability to prioritise own and others workload
- Fire regulations, legislative compliance issues, Equality Act, Asbestos awareness.

Desirable

- Professional accountability for decisions
- Motivated and able to work within a pressured safeguarding environment
- Anti-oppressive practice
- Child-focused and centred practice, with a focus on children with complex disabilities
- Ability to clearly engage and communicate with staff and management

Experience

- Experience of using general cleaning equipment
- Experience in Risk Assessments
- Knowledge and experience of working with Maintenance Contractors
- Experience of maintaining databases and other information management systems
- Knowledge of Local Authority buildings
- Knowledge of Fire regulations, regulatory Reform Order Act, Equality Act 2010
- Keyholding of Public buildings
- Knowledge of Health and Safety issues including Asbestos etc.
- Proactive & Flexible approach



ACCOUNTABLE



AMBITIOUS



RESIDENT
FOCUSED



PROFESSIONAL

Desirable

- Experience relating to building security
- Experience in carrying out fire precaution checks

Additional Information

Must be able to work flexibly on a rota including weekends

NOTE:

The job role holder may be required to undertake other reasonable duties commensurate with the job role descriptor grade as directed by the Head of Service.

This job role profile will be reviewed regularly and may be subject to amendment or modification at any time after consultation with the post holder. It is not a definitive statement of procedures and tasks, but sets out the main expectations of the Service in relation to the post holder's responsibilities and duties.

Elements of this job role profile and changes to it may be amended in light of organisational and service requirements.

Health & Safety Considerations:

- Prolonged Repetitive Movements/Actions
- Moving or handling heavy loads
- Working with dust or fumes
- Working with skin irritants/sensitisers
- Working with chemicals (industrial or cleaning)
- Working at Heights
- Working with vibrating equipment/tools
- Working outside
- Working with children
- Exposure to persons with challenging or aggressive behaviour

Approved By: Debra Kewley

Date Of Approval: 01.09.2024



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