



Job Description

School:	Bradstow School
Post Held:	Domestic Assistant / Seamstress
Salary Scale:	SCALE 2
Hours:	31.5 Hours a Week, Term Time
To Whom Responsible:	Only. Housekeeping Supervisor

Aim of the Post

To provide a comprehensive sewing service for the school and the homes at Bradstow. To assist the housekeeping team with cleaning duties when required.

Duties Comprise:

- Mending and altering of young people's clothes including hemming, lengthening.
- Making and repairing of the soft furnishings within the homes, i.e. curtains, cushions, bedding etc.
- Liaise with care and education staff to determine the needs of the young people.
- Making of costumes for school events when required.
- To maintain all equipment and to ensure it is regularly serviced
- To purchase materials and equipment liaising with line manager
- To assist with cleaning duties when required this includes mopping, hoovering, dusting & laundry.
- Working safely ensuring to use correct signage, personal protective equipment and cleaning chemicals and being mindful of hazards to staff and young people.
- Any other duties commensurate with grade as directed by Line Manager or Senior Management
- To ensure that the line manager is made aware and kept fully informed of any concerns which the worker may have in relation to safeguarding and/or child protection.

- To be fully aware of and understand the duties and responsibilities arising from the Children's Act 2004 and Working Together in relation to child protection and safeguarding children and young people.

This job description may be amended at any time after discussion with you.



Person Specification

Qualifications and Experience

1. Proven sewing experience, for at least 2 years
2. Sound knowledge of various fabrics and sewing techniques

Knowledge

3. An understanding of, and ability to work within the guidelines of the Borough's Health & Safety policy.
4. An understanding of, and a commitment to the Borough's Equal Opportunities Policy.

Abilities and Skills

5. Ability to carry out verbal instructions.
6. Ability to follow written instructions.
7. Ability to safely use a sewing machine.
8. Ability to work under time constraints.
9. Physically fit
10. Good hand to eye coordination & detail oriented

Working at Bradstow can be both physically and mentally demanding. In order to be able to cope with this stress, candidates must be both physically and emotionally robust.

Candidates are shortlisted according to these stated criteria. Please list each supporting statement according to the numbers above.