



National Maternity Hospital
Founded in 1894



PERSON SPECIFICATION

&

JOB DESCRIPTION



Household Assistant

NMH.IE CAREERS QR CODE



THE NATIONAL MATERNITY HOSPITAL
ABOUT US, OUR MISSION AND VISION

THE HOSPITAL

Established over 130 years ago, The National Maternity Hospital is one of Europe's largest maternity Hospitals and a leading provider of maternity, women's health and reproductive care.

Our expert multidisciplinary team is dedicated to providing the highest standard of care to women and babies, through a range of services including maternity, women's health and neonatology. Over the year's subspecialties have expanded to include care for women and babies in fetal medicine, maternal medicine, anaesthetic care, perinatal genetics, perinatal mental health, bereavement care, pathology and radiology. The exciting development of The National Maternity Hospital on the St Vincent's University Hospital campus is a priority project for NMH. The new NMH will care for women and infants in a modern state of the art facility, future proofing maternity services for decades to come.

Our women's health services have also expanded significantly and our gynaecology team treats over 10,000 outpatients annually. Our colposcopy service funded by the National Cancer Screening Service is one of the largest units in Europe. We provide specialist services in urogynaecology, gynaecological cancer, complex menopause care, paediatric adolescent gynaecology, pain management, fertility and transgender care.

The Neonatal Intensive Care Unit is a national tertiary referral centre for care of very premature babies and sick infants, with expertise in all advanced therapies such as neonatal therapeutic hypothermia. The Hospital is also contributing to the National Neonatal Transport Programme which offers a national 24-hour service for the nineteen maternity units in Ireland.

The NMH established a community midwifery service in 1998, offering domino birth, early transfer home programmes and homebirth. This service covers Dublin and North Wicklow and continues to be the busiest community midwifery service in Ireland. Over the decades, the Hospital has built up an international reputation for undergraduate and postgraduate training and education for the multidisciplinary team of healthcare providers in all related specialties. Staff are also able to avail of extensive professional development which is facilitated in association with our education providers including University College Dublin and the Royal College of Surgeons of Ireland.

Mission Statement

We are the national centre of clinical excellence in maternal, neonatal and gynaecological health. Our mission as leaders in women's healthcare is to deliver the highest quality of safe, evidence-based care. We are committed to providing choice, listening to and learning from our patients' experiences. Through excellence and innovation in research and education, we drive the advancement of women and babies' healthcare in Ireland. Our team is our greatest asset, and we are dedicated to investing in and supporting our people.

Vision

To continuously advance the health of women and babies through excellence in healthcare led by our dedicated teams.

Values; Quality, Compassion, Respect, Collaboration, Innovation, Sustainability

“Delivering the future”

Why Work at the NMH?

Staff Benefits Include

	FINANCIAL: • Generous statutory defined benefit Pension scheme (including for monthly AVCs) • Paid sick leave • Fully Paid Maternity and Paternity Leave • Employee Discounts (through staff app & WRKIT app) • Subsidised Staff Restaurant with access to a hot meal Mon – Sun • Access to Health Service Staff Credit Union • Financial Planning advice and support (through our EAP service and Pension team) • Access to Subsidised Parking • Death in Service Payment
	EDUCATIONAL: • Access to co-funding for relevant courses • Access to paid study leave • NMH Staff App • Access to The NMH's eLearning Hub & App
	WELLBEING: • Social Committee • The NMH are in partnership with WRKIT who offer a number of wellbeing supports • Drop in clinics with our Occupational Health team • Employee Assistance Programme • Long service recognition (5 extra days annual leave awarded at 25 years)

THE NATIONAL MATERNITY HOSPITAL
DELIVERING THE FUTURE

JOB SPECIFICATION / TERMS AND CONDITIONS	
PURPOSE OF THE POST	The purpose of the role of Household Assistant is to support the smooth running of the Hospital by maintaining a clean, safe, and well-stocked environment, handling tasks like general cleaning, and disinfecting patient rooms and communal areas to prevent infection and cross-contamination. The role is crucial for maintaining a safe and hygienic environment for patients, staff and visitors, and ensuring hygiene and infection control standards are met.
JOB TITLE	Household Assistant
GRADE	Cleaner
DEPARTMENT	Hygiene Services
REPORTS TO	Hygiene Services Manager / Hygiene Services Supervisors
QUALIFICATIONS	• Be educated to Leaving Certificate or equivalent, is essential • Have successfully completed relevant training courses (e.g., Manual Handling, BICSc certification) is desirable. • Have completed customer / patient care courses, is desirable.
EXPERIENCE / SKILLS	• Have a minimum of six months' recent experience in a similar role in a hospital, hotel, or similar environment, is essential. • Have experience in dealing with the public, is essential. • Have a good command of the English language. • Demonstrate a positive outlook and attitude. • Have a proven ability to balance quality with quantity. • Have proven organisational skills. • Have experience working with cleaning machinery (e.g.: buffers, scrubber dryers).
<u>RESPONSIBILITIES & ACCOUNTABILITIES</u> <u>(IN NO PARTICULAR ORDER OF PRIORITY)</u>	• Maintain all assigned areas to the highest standards of cleanliness and tidiness, and in line with infection control policies, including infection cleaning and the cleaning and removal of all blood and bodily fluids. • Maintain exceptional standards of personal grooming and appearance, wearing the uniform provided by the hospital.

THE NATIONAL MATERNITY HOSPITAL
DELIVERING THE FUTURE

	• Properly clean, supply and equip all assigned public, patient and staff areas. • Assist colleagues, patients and visitors with any special requirements. • Properly use and maintain all hospital equipment and property. • Contribute to the financial goals of the department and the hospital. • Adhere to scheduled shift times and breaks. • Ensure the correct use of cleaning agents on all surfaces and in line with the hospital's Health & Safety Policy. • Immediately report all maintenance faults, incidents, breakages to the supervisor on duty. • Use, look after and return any keys in your possession safely and responsibly. • Hand in all lost property to the supervisor on duty. • Be fully versed on, and fully comply with, the hospital policies and procedures as laid out in the hospital manual. • Attend and complete all training as required. • Comply with all hospital Health and Safety policies, including those relating to smoking. • Report all accidents arising out of the performance of duties by the Household Staff. • These principal duties and responsibilities indicate the main functions and responsibilities of the post and are subject to review and amendment in the light of changing circumstances and site requirements. This Job Description is not intended to be a comprehensive list of all duties involved and consequently, the post holder may be required to perform other duties appropriate to the post which may be assigned to him/her from time to time and to contribute to the development of the post while in office. • Please note that the duties of this post may change over time in line with service requirements
TERMS & CONDITIONS	TENURE: This is a Full-Time, Permanent Contract of Employment. REMUNERATION: Remuneration is in accordance with salary scales approved by the Department of Health. The salary scale for this post will

range from €35,433 to €41,696 on the Domestic Pay Scale (4110) as of 1st June 2026. Assimilation onto the scale is based on relevant work experience and in accordance with circular 17/2013 for existing permanent employees. Payment is made on a fortnightly basis by credit transfer.

HOURS:

39 hours per week, exclusive of unpaid rest breaks.

ANNUAL LEAVE:

179.4 working hours per annum, pro-rata for fixed term or part time contracts.

SUPERANNUATION / SPOUSES & CHILDREN'S CONTRIBUTORY PENSION SCHEMES:

All employees must join the Superannuation Scheme. An explanatory booklet on the Superannuation Scheme you are aligned to is attached. If you require further details on the scheme please contact the Superannuation Officer, Human Resources on ext. 3360.

RETIREMENT AGE:

Retirement age will be determined by the superannuation scheme a new employee is aligned to. Further information will be issued upon appointment to the role.

PROBATION:

The period of probation is considered part of the recruitment process. Your employment is subject to the satisfactory completion of a 6-month probationary period during which or at the end of which, your employment may be terminated at any time. In certain circumstances, this probationary period may be extended.

HEALTH:

A candidate for and any person holding the office must be fully competent and capable of undertaking the duties attached to the office and be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service.

	GARDA VETTING: The National Maternity Hospital is committed to providing the highest standard of care for our patients together with providing a working environment which recognises and values the right that each staff member and each patient to be treated with dignity and respect. Satisfactory Garda (Police) vetting is therefore a condition of employment for this position. It is expected, <u>in advance of taking up this post</u> with the National Maternity Hospital, that you will have fully disclosed all information pertaining to any convictions recorded against you in the Republic of Ireland or elsewhere, or a statement of all convictions and / or prosecutions, successful or not, pending or complete, in the State or elsewhere as the case may be. Failure to do so will result in instant dismissal.
POLICIES AND PROCEDURES	For a full list of all the Hospitals Policies and Procedures please refer to Q-Pulse. In particular, those as outlined within the Contract of Employment which you are required to familiarise and comply with, during the course of your employment. QUALITY: To ensure the provision of the highest possible quality of service to our patients, all employees at the National Maternity Hospital have a responsibility to ensure adherence to and participation in internal and external quality control and assurance programmes on an ongoing basis. HEALTHCARE ASSOCIATED INFECTIONS (HCAIs): In order to reduce the risk of HCAIs, compliance with Infection Prevention and Control policies and the attendance at infection control training, is essential for all staff members. It is paramount that each staff member practice good hand hygiene techniques. Staff members have a responsibility to report any obstacles to maintaining high standards of Infection Control and hand hygiene to their line manager or Infection Control Team. REMINDER ON CONFIDENTIALITY: In the course of his / her employment, the person appointed may have access to or hear information concerning the medical

or personal affairs of patients or staff or other health service business. Such records or information are strictly confidential and unless acting on instructions of an authorised officer on no account must information be divulged or discussed except in the performance of normal duty. In addition, records must never be left in such a manner that unauthorised persons can obtain access to them and must be kept in safe custody / destroyed in accordance with policy when no longer required.

Note: This job description is an outline of current broad areas of responsibility and accountability and should not be regarded as a comprehensive listing. As the role develops in the Hospital, this job description may be reviewed and modified in light of possible new structures and/or the changing needs of the Hospital.