



Waking Night Staff Job Description

Title:	Waking Night staff
Responsible to:	Vice Principal (Care) or his representative
Hours:	11pm – 9am Monday – Thursday Term Time Only (40 hours per week x 39 weeks per year)
Salary:	£15,150 to £ 22,220 depending on qualifications and experience

Summary of Principal Duties

To keep our children and young people safe during the night time, helping them rise in the mornings and supporting them getting ready for school. To ensure the residential accommodation is cleaned to a high standard.

Duties and Responsibilities

To ensure the care provision promotes and safeguards the welfare of children

To be skilled and effective in your practice.

To be part of monitoring, evaluating and reviewing the care provision.

To work in liaison with other internal professionals, to achieve positive outcomes for students.

To ensure care records are kept up to date.

Developing and maintaining our school's policies and procedures

Taking responsibility for the health and safety of young people, staff and buildings. Maintain health and safety regulations.

To work as a member of the care team and wider school team

Observing and recording the development and progress of our children and young people.

To have day to day contact and supervision of our children and young people, setting and maintaining boundaries where appropriate, so that we all feel safe.

To assist in the general household management of our boarding facilities, which could include laundry, preparing meals and other domestic duties.

To ensure the residential accommodation is cleaned to a high standard as directed.

To safely administer medicines, drugs and dressings and under the direction of the child's GP, care for children who may be ill or injured.

To liaise with security and other "on call" staff in the event of an emergency or, as may be necessary from time to time.

To participate in "hand-over" meetings held at the beginning of the day and to produce a written handover made available for the start of school at 8.30am.

To undertake duties as required by the Vice Principal, Boarding and Care

This job description is provided to assist the post holder to know what his/her duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of this post.

Person Specification

Essential

- A sense of humour and fun!
- Experience of working with children and young people in a residential setting
- NVQ level 3, Working with Children and Young People or the Children and Young Peoples Workforce Diploma.
- Ability to take and make decision under stress
- Absolutely child focused
- A clean driving licence
- Competent IT skills.
- Knowledge of Safeguarding Procedures

Desirable

- Knowledge of attachment theory
- A working understanding of The Children Act 1989 and 2004