

Waking Night Staff Pack - Sept 18

15 January 2019

Dear Sir/Madam

**Re: Waking Night Staff**

Thank you for your interest in working at St Mary's School & College.

As part of our safer recruitment process we require a completed application form and a recruitment monitoring form. All the relevant forms and documents necessary to apply for this role are available to be downloaded as attachments from this advert and also on the vacancies page on our website [www.stmarysbexhill.org/vacancies](http://www.stmarysbexhill.org/vacancies)

Your application should include a personal statement. Your personal statement should be used to tell us how you think your skills and attributes equip you for the post, with particular reference to the job description and person specification which is attached to this letter. Please focus on your transferable skills.

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All successful applicants will be required to undergo an enhanced DBS check on appointment and at three yearly intervals thereafter. Copies of our policies relating to Safeguarding and the Recruitment of Ex-Offenders are also available on the website for information.

You may be required to undertake an assessment as part of the interview process.

The closing date for applications is 31<sup>st</sup> January 2019.

Yours sincerely

Ami Clark  
Human Resources Administrator

# St Mary's Job Description

**TITLE:** Waking Night Staff

**ACCOUNTABLE TO:** Lead Night Staff

## 1. RESPONSIBILITIES:

**Within the context of The Talking Trust Mission Statement and its Aims and Objectives, this post includes the following key responsibilities:**

To play a major role in:

- a) Supporting and developing the mission and ethos of The Talking Trust and school including adherence to policies including Health and Safety, HR and Safeguarding, and the Staff Code of Conduct
- b) Ensuring that the physical, emotional and other primary needs of pupils are met effectively so that they make good progress in their learning and feel safe/well cared for
- c) Building effective relationships with staff and managers to ensure the utmost professionalism and success
- d) Building positive and professional relationships with parents/carers and with other professionals
- e) Proactively contributing to the ongoing raising of standards in your own performance, your team and the whole organisation

## 2. MAIN FUNCTIONS & PURPOSE:

### DUTIES:

To:

- a) Ensure that pupils are comfortable, contented, peaceful and that conditions are right for them to have an acceptable number of hours sleep each night.
- b) Ensure that individual PUPILS needs are met.
- c) Record all pupils in the residential areas at least once each hour during the night, unless specified differently in a risk assessment.
- d) Ensure that pupils maintain a good level of personal hygiene, bathing and changing incontinent and sick pupils when necessary.
- e) Manage nocturnal enuretic/encropetic pupils as directed by the Nursing team.
- f) Carry out treatments and administration of medicines, including emergency medication as required following medical directive from the Nursing team and in line with St Mary's policies and procedures.
- g) Assist the day staff with general routine of getting pupils up each morning.
- h) Develop appropriate and supportive relationships with the pupils.
- i) Wash, iron, sort and mend the pupils clothes.
- j) Ensure the pupils are kept safe.
- k) Keep professional night records in line with St Mary's policies and procedures.
- l) Attend various meetings as requested by Senior Staff (these may be during off-duty hours).
- m) Undertake emergency escort duties (for example hospital admission) as requested by Lead Night staff.
- n) Undertake other duties and/or responsibilities as requested by the Lead Night staff and Senior Residential staff.
- o) Receive handover.

- p) Give handover.
- q) Carry out cleaning and recordkeeping duties as identified by St Mary's Management.
- r) To attend regular supervisions, training sessions, Inset/prep days to ensure that all mandatory training is kept updated.
- s) Once trained to be prepared to support with varying health needs and equipment, such as Epilepsy, Asthma, Sats machine, Bipap etc.
- t) Be willing to learn the use of information technology, emails, internet, word and specific online recording systems.
- u) Abide by lone working policies and risk assessments.

### **3. ADDITIONAL DUTIES:**

- a) To demonstrate commitment to professional development including their own.
- b) To carry out any reasonable duties required by CEO / Line Manager.
- c) To be available to participate in social functions and duties out of hours occasionally in support of, and positively promoting the reputation of St Mary's and The Talking Trust.

This Job Description sets out the duties of the post at the time it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.

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## St Mary's Person Specification

**TITLE:** Waking Night Staff

	Essential (x)	Desirable (x)	
<b>Qualifications</b>			
Appropriate Level 3 qualification, NVQ, Diploma or equivalent	x		Staff without the qualification would be required to undertake the training once they have been confirmed in post
Other qualification NVQ 4, GCSE English and Mathematics		x	A
<b>Experience</b>			
Minimum of 2 years' experience in a residential night setting		x	A/I
A proven track record of achieving <i>and having knowledge of National Minimum Standards (NMS) and Ofsted</i>			A/I
Sign language skills		x	A/I
<b>Knowledge &amp; Skills</b>			
Knowledge and understanding of <i>special educational needs and disabilities</i>		x	A/I
Ability to work without supervision	x		A/I
Knowledge of <i>Health and Safety requirements</i>	x		A/I
Knowledge and understanding of managing risk	x		A/I
Good communication skills both written and oral	x		A/I
<i>Skills in coaching and capacity building</i>	N/A		
Good ICT skills	x		A/I
<b>Special Requirements</b>			
Excellent interpersonal skills	x		A/I
Arrive for work rested and focused, thus remaining alert and aware during all of the shift	x		A/I
Good listening skills	x		A/I
Can show empathy	x		A/I
Can work in a calm and quiet environment	x		A/I
The ability to manage time demands and ensure deadlines and priorities are met	x		A/I
Outstanding organisational and planning skills which show attention to detail	x		A/I
Ability to see a task through from start to finish and to review and modify accordingly	x		A/I
Ability to analyse situations, plan effectively and inspire others	x		A/I
Ability to work under pressure	x		A/I
Willing to undertake out of hours and weekend work	x		A/I
Good humoured, positive in outlook and caring	x		A/I
Excellent record of attendance and punctuality	x		A/I
Enhanced DBS check	x		A/I
Interest in National and International issues and developments in Special Educational Needs and Disabilities	x		A/I

**KEY : A = APPLICATION, I = INTERVIEW, R= REFERENCE**