

## CHILDREN AND LIFELONG LEARNING – HR SERVICES

Saxon Hill School				
Job No.	Post Title	Grade	JE Pts	Date
A8756	<b>Night Attendant</b>	Grade 5	424 NJC	April 2008

### Statement of Purpose

To be an active participant in the provision of care to the children resident in the school.

### Support to Pupils

- Provide a 11 hour waking watch for residential provision.
- To assist in the dressing and undressing of children.
- To assist in the personal care of children.
- Washing and ironing of children's clothes.
- Assist at breakfast time.
- Contribute to pupil care plans.
- To be involved in the provision of aspects of support necessary to the children's welfare.
- Maintenance of records as required.
- Maintain effective contact with appropriate staff.
- Assist in the provision of a safe environment for children.

### Support to School (this list is not exhaustive and should reflect the ethos of the school)

- Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of, support and ensure equal opportunities for all
- Contribute to the overall ethos/work/aims of the school.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Assist with pupil needs as appropriate during the working hours.

#### **Note 1:**

***The content of this job description will be reviewed with the post holder on an annual basis in line with the School's performance and development review policy. Any significant change in level of accountability that could result in a change to the grade must be discussed with the post holder and the relevant trade union before submitting for re-evaluation.***

**Person Specification  
Night Attendant  
Level 3**

Essential Criteria	Measured By
<p><b>Experience</b></p> <ul style="list-style-type: none"> <li>• Experience of working with children.</li> </ul>	AF/I
<p><b>Qualifications/Training</b></p> <ul style="list-style-type: none"> <li>• NVQ3 Social Care or willingness to undertake the OCR Diploma for the Children and Young People’s workforce Level 3</li> <li>• Participation in development and training opportunities.</li> <li>• Willingness to undertake further training.</li> </ul>	I
<p><b>Knowledge/Skills</b></p> <ul style="list-style-type: none"> <li>• Good communication skills.</li> <li>• Good written skills.</li> <li>• Ability to work constructively as part of a team and on own initiative.</li> <li>• Ability to relate well to children and to adults.</li> <li>• Have flexible approach to work.</li> <li>• Methodical and organised.</li> <li>• Ability to cope with lifting.</li> </ul>	AF/I

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<p><b>Behavioural Attributes</b></p> <ul style="list-style-type: none"> <li>• Customer focused.</li> <li>• Has a friendly yet professional and respectful approach which demonstrates support and shows mutual respect.</li> <li>• Open, honest and an active listener.</li> <li>• Takes responsibility and accountability.</li> <li>• Committed to the needs of the pupils, parents and other stakeholders and challenge barriers and blocks to providing an effective service.</li> <li>• Demonstrates a “can do” attitude including suggesting solutions, participating, trusting and encouraging others and achieving expectations.</li> <li>• Is committed to the provision and improvement of quality service provision.</li> <li>• Is adaptable to change/embraces and welcomes change.</li> <li>• Acts with pace and urgency being energetic, enthusiastic and decisive.</li> <li>• Communicates effectively.</li> <li>• Has the ability to learn from experiences and challenges.</li> <li>• Is committed to the continuous development of self and others by keeping up to date and sharing knowledge, encouraging new ideas, seeking new opportunities and challenges, open to ideas and developing new skills.</li> </ul>	AF/I
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AF - Application form | - Interview

**Note 1:**

***In addition to the ability to perform the duties of the post, issues relating to safeguarding and promoting the welfare of children will need to be demonstrated these will include:***

- ***Motivation to work with children and young people.***
- ***Ability to form and maintain appropriate relationships and personal boundaries with children and young people.***
- ***Emotional resilience in working with challenging behaviours and***
- ***Attitudes to use of authority and maintaining discipline.***