

Job Description and Person Specification

Job title:	Night Care Assistant
Directorate:	Communities
Service:	Education & SEN
Team:	Castle Gate
Post number:	01231/04626
Salary grade:	C
Work location:	Castle Gate
Reports to:	Team Manager
Supervises:	

Job Purpose

To undertake duties concerned with the overnight short break service. To attend to the personal and emotional needs of the children and young people as identified through the care planning process.

Main Duties and Responsibilities

- To care for the physical and emotional needs of the children and young people throughout the night.
- To follow and contribute to individual care plans and guidelines.
- To monitor and review the children and ensure the security, safety and maintenance of the environment throughout the night.
- To write clear and concise legible reports and use the IT systems.
- To undertake domestic and catering duties as required and instructed.
- To follow emergency procedures during the night as required.
- To help maintain the clients independence and create a supportive homely environment.
- To participate in staff training and meetings undertake training identified through appraisal and personal development planning and to undertake NVQ training.
- To undertake medication and clinical procedures training and administered as required through the care planning process.
- To promote equality as an integral part of the role and to treat everyone with fairness and dignity.
- To recognise health and safety as a responsibility of every employee, to take reasonable care of self and others and to comply with the WBC Health and Safety policy and any service-specific procedures/rules that apply to this role.
- To undertake additional duties as required by the management within the children's service.
- To work on a Rota basis covering a 7 day week and ensuring all children and young people are worked with.
- Adhere to the standards set out in the WBC competency framework.

Scope (impact on/control of resources, people, money etc)

The post holder will work in the context of relevant legislation and West Berkshire Council policy and procedures.

The work area is subject to frequent change, requiring clarity about priorities on competing demands of resources. The department is part of the children's' directorate and effective working depends on interagency working with education health and other relevant agencies.

The post holder will have regular contact with service users and their carers and the departments staff including service managers.

The post holder will be aware of budgetary limits.

Person Specification

Qualifications	Essential/ Desirable	Internal Use Only
GCSE grade C in English, Maths and ICT or equivalent	E	1
NVQ 3 or equivalent education or ability to undertake and obtain within a set time scale	E	2
Experience		
Experience of working within a child care setting i.e. social care, education, health or voluntary and children that live with disabilities	E	1
Good IT/Computer skills	D	1
Knowledge and understanding		
Ability to communicate (verbal and in writing) clearly with young people, staff, families and other professionals	E	1
Knowledge of GSCC code of conduct, values and ethics and the principles of good practice and working in a residential setting	E	2
Knowledge and understanding of working with Disabled children and young people, challenging behaviours and/or complex health needs	E	3
Knowledge of relevant legislation, regulations, guidance and policy issues	D	1
Skills and abilities		
Ability to use Outlook, and a web browser to access information	E	1
Basic ability to use Microsoft Office (Word, Excel, PowerPoint etc)	D	1
A willingness and ability to translate and understanding of current good practice and evidence based interviews with young people and their families in everyday work situations'	D	2
Ability to make independent judgements and exercise initiative within agreed limits to prioritise workloads and recognise coping mechanisms	E	2
Ability to recognise and support young people with health needs including epilepsy, asthma etc	E	3
Ability to deliver personal care to children and young people	E	4
Work-related personal qualities		
Customer care/client relationships focus on customer satisfaction and delivers a quality service to agreed standards	E	1
Interpersonal skills: work effectively with individual team's clients and other staff. Demonstrating clear personal values in line with those of the organisation	E	2
Adapting and coping: adapts and responds well to change, manages pressure effectively and copes well with set backs	E	3
Analysing interpreting and judging: thinks analytically with ability to solve	E	4

complex problems and issues. Makes rational realistic and sound judgements		
Planning and performing: plans ahead and works in a systematic and organised way. Follows direction and procedure	E	5
Other work-related requirements		
This role has been identified as public facing in accordance with Part 7 of the Immigration Act 2016, and therefore the ability to fulfill all spoken aspects of the role with confidence in English will be required. Conversing at ease with members of the public (including pupils), providing advice and using any specialist terminology appropriate to the role is essential for the post	E	1
Driving licence	D	1
Enhanced DBS check with relevant barred list/s	Yes	
Is this post politically restricted?	No	