

# BLADON HOUSE SCHOOL

## JOB DESCRIPTION

<b>Job Description:</b>	<b>Night Waking Assistant</b>
<b>Responsible to:</b>	<b>House Manager/ Team Leader/ Night Waking supervisor</b>
<b>Functions of the Post:</b>	<b>To provide the highest quality of Care and Support to pupils/students resident at Bladon House School throughout the night.</b>

### **Duties and Responsibilities:**

1. Carry out duties in line with Bladon House School Policies and Procedures.
2. Receive a handover and read all the relevant documentation, at the start of each shift in the house.
3. Ensure fire boards are completed, and all fire exits and corridors are clear of obstruction. All fire doors must be closed at all times. Complete health and safety check lists.
4. Check with the house manager/ team leader that the sleep in staff have arrived on at the house, discuss with them any relevant issues attached to that area. Ensure sleep in staff know who they are taking out in the event of a fire.
5. Secure the building after the day staff have gone home; ensure all electrical equipment not in use is unplugged.
6. To undertake hourly checks on the pupils, unless a pupils programme dictates differently.
7. Deliver a handover to day staff on their arrival at the house.
8. Work in accordance with National Minimum Standards and cooperate with any inspection process.
9. Undertake relevant training programmes as required by the National Minimum Care Standards and any other training as recommended by the school.
10. Complete and maintain administration records as required by the House.

11. In line with a request from one of the house managers, undertake basic jobs and tasks which may be completed with out hindering the night care routine.
12. Your behaviour in work and outside of work must not call in to question your suitability to carry out the role.
13. You will be jointly responsible for the safeguarding of children and vulnerable adults in our care, it is a requirement of this role that you adhere to all relevant safeguarding policies and procedures.
14. Work within the spirit and intentions of the Equal Opportunities and Equality & Diversity policies and procedures and report any concerns to your line manager immediately.
15. To manage and support students with challenging behaviour (including physical behaviour).
16. Undertake any other duties as directed by your line manager(s) or any senior member of staff or supervisor.

Supporting literature;

- Employee Handbook
- Codes of Practice (General Social Care Council)
- Every Child Matters
- National Care Standards