

Job Description Waking Night Officer

Job Title:	Waking Night Officer
School:	Chart Wood School
Responsible to:	Head of Care Assistant Head of Care
Responsible for:	School Child Care Provision

Context

To provide quality care and promote a nurturing and supportive environment in which a flexible and tolerant response can be made to the needs of each pupil; in which positive relationships can be made with individual children and young people as a means of positively influencing their social, emotional, behavioural and educational development and in which they can feel safe, comfortable, secure and able to work to their full potential. Pupils' welfare is paramount in all aspects of the job role.

1. General Duties/Responsibilities

- To ensure appropriate standards of behaviour are maintained by boarders overnight and make regular checks on children throughout the night;
- To ensure that the building is secure at all times during the hours of duty;
- To contribute to the development of each boarder's health and well-being through supporting the child in accessing an environment that promotes a healthy lifestyle, development of communication and independence skills, and in developing skills that will lead to greater success in later life;
- Communicate effectively with the Care Team and on duty sleep in staff.
- Be alert to the signs of distress and abuse and to ensure that children are monitored and protected;
- Monitor observations of sleeping and toileting patterns, and maintain a log of these events;
- Support with the morning routine;
- Talk and listen to children, observe their behaviour and record significant features;
- Provide additional support and comfort to children under stress;
- Work within statutory and legal requirements;
- Provide a laundry service to the boarding, kitchen and PE departments. When required this will include the personal clothing of the boarding pupils.
- Maintain records, reports and correspondence in accordance with School policy and practice;

- Undertake photocopying, filing as needed and ensure that the 'boarding news' is displayed prominently in the staff room;
- Administer medication (both prescribed and homely) and maintain medical equipment as per school policy and the staff rota including completing appropriate paperwork;
- Report maintenance/health and safety issues to the Premises Officer;
- Alerting Senior Staff to any concerns about individual pupils whether in School, on boarding or at home (including the wider community);
- Ensure that recording of accidents or incidents are completed in a timely manner and adhere to the Schools reporting procedures;
- Support Senior Care Staff to realise the objectives in the Residential Development Plan.
- Assist with the weekly planning of meals and provision of snacks (with reference to the school lunch menu and food standards and special dietary requirements).
- To ensure the relevant paperwork – Menu, Menu Prep, Cleaning Schedule and Allergen pages are completed and printed out and filed or displayed in the relevant areas or files;
- Undertake weekly grocery shop via on-line services;
- To ensure stock rotation of main boarding kitchen and store cupboards and statutory recording of fridge temperatures;
- Monitor the health and general welfare of pupils - recording and passing on information in accordance with School policy;
- Provide practical advice and support to pupils in recognising and meeting their social, emotional and physical needs;

General Expectations

- Familiarity with the School's policies, procedures and guidelines relating to good child protection, care practice and legislation;
- Supporting and implementing the Equal Opportunities Policy of the school;
- Embracing all training and personal development programmes;
- Participating in regular formal and informal supervision sessions, including appraisal, as well as seeking advice from senior staff in relation to professional development;
- Contributing to team and whole staff group meetings;
- Maintaining high standards of care with specific reference to the pupil's general welfare, health and safety, comfort, medical care, and emotional support;
- Reporting any concerns regarding a pupils safety and welfare to one of the Designated Safeguarding Leads (DSLs) as an absolute priority;
- Demonstrate a high level of professionalism towards other staff, pupils, parents/carers and visitors to the School.

Implications and Review

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. Such variations are a common occurrence and cannot in itself justify a reconsideration of the grading of the post. Where such duties amount to more than a temporary adjustment to the main responsibilities of this job description, it will be amended accordingly. It will anyway be subject to periodic amendment whenever circumstances or appraisal processes dictate changes in the post holder's role within the School.

This job description is current at the date shown, but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.