

**Person Specification**

**Waking Night Officer**

**Job Title:** Waking Night Officer  
**School:** Chart Wood School (Merstham)  
**Responsible to:** Head of Care / Assistant Head of Care  
**Responsible for:** School Child Care Provision

<b>Skills / Qualities Specification</b>	<b>Essential (E) / Desirable (D)</b>	<b>Assessed by Application, Assessment, Documented, Interview (A, Ass, D, I)</b>
<b>Education / Training / Qualifications</b>		
GCSE or Equivalent Maths and English	E	A, D
NVQ3 or equivalent in Caring for Children and Young People (or prepared to undertake qualification)	D	A, I
First Aid Qualified (or prepared to undertake training)	D	A, I
Full Current Driving Licence	D	A, D
<b>Personal Skills and Attributes</b>		
Excellent communication skills – ability to communication with people on all levels	E	A, Ass, I
Ability to deal sensitively and in confidence with a wide range of issues	E	A, Ass, I
Positive approach to working with children and young people and a commitment to safeguarding procedures	E	A, Ass, I
Motivated to work in an SEN environment	E	A, Ass, I
Commitment to Equality of Opportunity	E	A, Ass, I
Able to work anti-social hours	E	I
Ability to remain calm and have a flexible approach to changing requirements		
<b>Experience &amp; Knowledge</b>		
Working with Children and Young People with challenging behaviours and Special Educational needs	D	A, Ass, I
Knowledge of Special Educational Needs and Challenging Behaviour	D	A, Ass, I
Knowledge of Residential care	D	A, Ass, I
Knowledge of Equal opportunities	E	Ass, I
Knowledge of Safeguarding legislation	E	Ass, I
Basic administrative skills, updating records, photocopying	D	I
Undertaking and managing basic housekeeping duties	D	A, Ass