



JOB DESCRIPTION

1. JOB DETAILS

Job Title: Night Awake Worker	Department: Care
Reports to: Residential Child Care Worker (Nights)	Location: Harmeny School Campus, Balerno
Rate of pay: £10.54 per hour	

2. CONTEXT / OVERALL PURPOSE OF THE JOB

The post holder will be a member of a Night Awake Team which operates all year round. The post holder will contribute to the culture and ethos in which the needs of the children are paramount. The primary task is to ensure the environment remains safe, secure and homely overnight.

A Residential Child Care Worker (Nights) is on shift every night and is available to provide direct support to staff and children as required. In addition, one member of the Care team sleeps in the residence at night and is also available to be called on for any incidents or emergencies that may arise during night time hours.

3. PRINCIPAL RESPONSIBILITIES / KEY AREAS OF JOB

1. To promote a positive ethos in the school consistent with Harmeny's vision, purpose and core values.
2. To implement management decisions as directed.
3. To work as part of the Night Awake Team under the direct supervision of the Residential Child Care Worker (Nights).
4. To be flexible as required, at the discretion of the Care Management Team.
5. To be responsible for the safety and security of children and staff in the building in which you are working and to report any matters of concern immediately to the Residential Child Care Worker (Nights) (or another member of the Care team if necessary).
6. To inform the Residential Child Care Worker (Nights) (or another member of the Care team if necessary) of any incidents of wakefulness occurring during the night.

7. To undertake domestic duties such as cleaning, tidying and setting up the breakfast table, as directed.
8. To be responsible to the Residential Child Care Worker (Nights) and other members of the Care team in relation to work standards and practices.
9. To take a record of any incidents/events, etc. as required through the night.
10. To comply with all Harmeny policies and procedures.
11. To attend supervision and performance review meetings, and undertake induction/training as required, to fulfil the duties of the post and meet the safety and security needs of children. This will occasionally involve attendance at training and meetings during office hours.
12. To undertake any other duties as delegated by the Residential Child Care Worker (Nights) or another member of the Care team, consistent with the role of Night Awake Worker.

PERSON SPECIFICATION

4. KNOWLEDGE, SKILLS AND EXPERIENCE
Essential:
<ol style="list-style-type: none"> 1. Experience in residential work and / or childcare. 2. Understanding of the duty of care to children and colleagues. 3. A commitment to children's rights. 4. Good communication skills, both written and verbal. 5. Good organisational and administrative skills.
Desirable:
<ol style="list-style-type: none"> 1. Experience of working within a multidisciplinary setting. 2. Knowledge and understanding of children who are looked after and accommodated, and children with complex additional support needs.

5. PERSONAL CHARACTERISTICS / COMPETENCIES – ESSENTIAL

1. Committed to high standards of care.
2. Capable of lone working.
3. Willingness to undertake domestic and food preparation duties as directed.
4. Willingness to undertake training in fire awareness, food hygiene awareness, COSHH & child protection.

6. REVIEW

This document will be reviewed on an annual basis or as required.