

# Dawlish Federation of Special Schools

REQUIRED FOR JANUARY 2017

## PERMANENT WAKING NIGHT CARE OFFICER

To be based at Oaklands Park School

Hours: 40 hours per week x 38 weeks per year initial contract until April 2018

(Monday to Thursday 10.00 p.m. till =7.00 a.m.)

Grade : JE E scale point 23 (Scale Range 23-28) £21,268 to £24,964 Plus night shift allowance of time and one third

### Key Responsibilities:

- Ensuring the young people are well looked after and safeguarded.
- Liaising with sleeping in staff.
- General administration work including inputting information onto the computer.
- Some basic cleaning and maintenance duties to maintain a high level of care
- Updating pupils' files.
- Dealing with telephone enquiries.
- Basic laundry duties.
- NVQ/ QCF 3 in Health and social care highly desirable. If successful without the qualification the applicant must be able to commit to completing this qualification as part of their probation
- **Note: This post requires the ability to converse at ease with pupils and parents or carers and provide advice in accurate spoken English.**

Closing Date: Midday on 4<sup>th</sup> September 2017

Interviews: 8<sup>th</sup> September 2017

Please apply by completing the Non-Teaching Application Form online and return it to:-

[jwatson@oaklandspark.devon.sch.uk](mailto:jwatson@oaklandspark.devon.sch.uk)