

## Waking Night coordinator

### Person Specification

Education and Training			
Essential Criteria		Desirable Criteria	
GCSE or equivalent in English and Maths			
Basic computer skills			
NVQ Level 5 Residential Childcare Management qualification or equivalent			
Knowledge of best practice in meeting care needs of children and young people			
Awareness of the principles of safeguarding and understand the duties and responsibilities arising from the Children Act 2004, Working Together and Keeping children safe in education in relation to child protection and safeguarding children and young people			
Achievements and Experience			
Essential Criteria		Desirable Criteria	
Experience of working with children and/or young people in a Residential setting		Experience of working with visually impaired, multi disabled visually impaired, dual sensory impaired (deaf/blind), children/young people with profound and multiple disabilities and/or challenging behaviour	
Experience of working in a team		Previous experience working in the education setting	
Experience of meeting care needs for children and/or young people		Experience of administering medication – training will be given	
Experience of working within and applying an equal opportunities policy.			
Experience of a Management or supervisory post within a residential setting,			
Experience of preparing and delivering clear, concise and easy to understand shift handovers to ensure key information is relayed appropriately.			

## Skills & Abilities

Essential Criteria		Desirable Criteria	
Ability to work alone, use own initiative and demonstrate the ability to make decisions and take responsibility			
Ability to be alert at all times whilst on duty			
Ability to follow direction and take instruction			
Ability to act as an appropriate role model for the children and other staff			
Knowledge/ understanding of medical, social and emotional issues that may face children & young people with special needs and Visual Impairments.			
Ability to form appropriate relationships with children and young people			
Ability to work effectively as part of a team			
Ability to summarise and record information in a way that can be readily understood by others			
Ability to remain calm in a crisis situation and manage the situation appropriately			
Clear understanding of role and understanding of when to manage a situation yourself and when to pass an issue 'up the chain'			
Good communication skills, both written and verbal			
Must be confident with the ability to make decisions within the remit of their role			
Ability to effectively train new members of staff up to the required standard.			