



Person specification			
Post title	Night Care Assistant	Grade	E
Service Area	Children's Social Care/Children with Disabilities	Section/team	Children's Residential

***** This post is exempt from the provisions of the Rehabilitation of Offenders Act – applicants must disclose all criminal convictions including those which are 'spent', in addition to any cautions and bindover orders received in the last 12 months *****

Shortlisting Number	Criteria	Essential\Desirable	Method of assessment
Skills, knowledge, experience			
S1	Ability to embrace KMBC Values	Essential	A I
S2	At least twelve months relevant childcare experience in a voluntary or paid capacity	Essential	A I C
S3	Verbal communication skills appropriate to a variety of settings, e.g., with colleagues at all levels, young people and their families and staff from other departments and agencies	Essential	A I
S4	Literacy skills of a sufficient quality to produce clear, concise, and appropriate written communications for a variety of purposes, e.g., Observation Records, MAR records and Report Sheets	Essential	A I
S5	Contributing and assessing the individual needs of children and young people	Essential	A I
S6	Implementing individual plans and targets for children and young people and their families as appropriate	Essential	A I
S7	Working directly with groups of children and young people with complex medical needs, additional support needs and emotional behaviours.	Essential	A I
S8	Dealing with difficult situations on a one-to-one basis, or as a team in an	Essential	A I

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	appropriate way		
S9	Establishing and maintaining links with children and young people, their families, their carer, colleagues, and other professionals/agencies	Essential	A I
S10	Helping children and young people to express themselves and have their voice heard.	Essential	A I
S11	Ability to evidence the wishes and feelings of the children that we support.	Essential	A I
S12	Awareness of issues about equal opportunities and anti-discriminatory practice and to act accordingly	Essential	A I
S13	Ability to form appropriate meaningful relationships with children and young people.	Essential	A I
S14	Skills in examining own work and development of further abilities through supervision and other training opportunities	Essential	A I
S15	Awareness of the social, physical, sexual, intellectual, and emotional needs of children and young people	Essential	A I
S16	Ability to work effectively in a team	Essential	A I
S17	Competency in use of all IT applications.	Essential	A I
S 18	Valid UK driving license	Desirable	AI
S19	Experience of providing personal care to children in a disability setting	Desirable	AI
Personal attributes and circumstances			
P1	Integrity - ability to be open and honest, to maintain high standards of personal behaviour and display strong moral principles	Essential	A I
P2	Accountability - willingness to take personal responsibility for your actions and decisions, and to understand the consequences of your behaviour	Essential	A I
P3	A demonstrable willingness to share information and work with other people.	Essential	A I
P4	Respect - a strong desire to treat people with care and dignity, observing the rights of other people, and helping and supporting others where you can	Essential	A I
P5	Flexible approach and willingness to work unsociable hours, bank holidays and weekends when required or as per rota.	Essential	A I

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Communication			
C1	A demonstrable willingness to share information and work with other people, including the ability to listen, communicate with and understand others, taking account of other people's points of view.	Essential	A I
Qualifications			
Q1	NVQ 3 or 4 in Residential Child Care or equivalent and or ability to work towards level 4 qualification.	Essential	A I
Health and safety			
H1	Ability to ensure suitable and sufficient risk assessments are carried out taking into account employees' capabilities Ability to use equipment as instructed and trained Ability to inform management of any health and safety issues which could place individuals in danger	Essential	AI
H2	To use equipment as instructed and trained	Essential	AI
H3	To inform management of any health and safety issues which could place individuals in danger	Essential	AI
H4	To follow required health and safety guidance e.g. as per Manual Handling Training	Essential	AI

A = Application form **C** = Certificate **E** = Exercise **I** = Interview **P** = Presentation **AC** = Assessment Centre **T** = Test

Date	Approved by authorised manager	Designation
22/03/23	Julia Nelson	Registered Manager

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Where the post involves working with children, in addition to a candidate's ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children, including:

- Motivation to work with children and young people
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people
- Emotional resilience in working with challenging behaviours
- Attitudes to use of authority and maintaining discipline

We have a positive attitude to the employment of disabled people and guarantee an interview to those who meet **all** the necessary criteria of the person specification.

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