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| JOB dESCRIPTION |

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| **Title:** | Night Staff |
| **Responsible to:** | House Manager |
| **Scope:** | The Abbeyfield (Berkhamsted and Hemel Hempstead) Society Limited |

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| **Key Objectives:** | * To provide support and security to residents during the night |

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| **Expected Outcomes:** | * Assistance is provided, when requested, to residents quickly and appropriately to meet their needs * The House is secured each night * Any emergencies are managed appropriately * A handover is given each morning which ensures day staff are told of anything relevant which occurred during the night |

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| **Main Tasks:** | 1. Provide support and assistance to residents as requested or needed 2. Ensure that the house is secure for the night 3. Ensure that all emergency calls are dealt with as quickly as possible and appropriate action is taken as required 4. Check on the residents on arrival 5. Give a full hand-over to the day staff when they arrive in the morning or via the diary |

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| **General Requirements:** | 1. To act in accordance with Abbeyfield Values, Policies and Procedures at all times 2. Provide cover for other staff as required 3. To attend meetings and training and development as required 4. To maintain confidentiality at all times and act in accordance with Data Protection requirements 5. To be aware of and comply with safe working practices as laid down by the Health and Safety at Work Act 6. To be aware of, act within and actively seek to promote Abbeyfield policies in respect of equality and diversity 7. To undertake travel to other Abbeyfield locations as required 8. To carryout any additional and reasonable duties as requested |

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| **Candidate profile** | |
| **Essential Requirements:** | **Desirable Requirements:** |
| 1. Ability to communicate and interact well with people 2. To be able to read and write to a good standard 3. Ability to work well as part of a team. 4. Show an understanding of the needs of older people 5. Ability to carry out all aspects of the role to a high standard at all times 6. Willing to travel for training as required |  |