



## Person Specification

Job Title

**Assistant Night Supervisor**

### Qualifications



#### Essential

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|---|-----|
| 1. Level 3 NVQ in Health and Social Care or equivalent or be willing to work towards this qualification.  | A/I |
| 2. Level 3 NVQ in Leadership & Management or equivalent or be willing to work towards this qualification. | A/I |

#### Desirable

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|--|--|
| 3. Level 2 in English and Level 1 Maths or be willing to work towards this qualification |  |
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### Key skills

#### Essential

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| 4. Good standards of verbal and written communication  | A/I |
| 5. Basic IT Skills. i.e. ability to use Microsoft Office applications to send emails, produce reports  | A/I |
| 6. Ability to prioritise and manage own time to meet required deadlines                                | A/I |
| 7. Ability to work collaboratively with a multi-disciplinary team and maintain professional boundaries | A/I |
| 8. Ability to work in a challenging and pressured environment  | A/I |
| 9. Ability to demonstrate empathy and react with sensitivity having regard to individuals' wishes      | A/I |

#### Desirable

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| 10. Ability to facilitate staff training as required and complete all necessary reporting | A/I |
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### Experience

#### Essential

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| 11. Developing and maintaining positive working relationships with colleagues and all other stakeholder groups. | A/I |
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#### Desirable

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| 12. Experience of working with people with complex needs and autism         | A/I |
| 13. Experience of supervision staff members and delegating responsibilities | A/I |

### Knowledge

#### Essential

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| 14. Understanding the need for Confidentiality and Data Protection Regulations           | A/I |
| 15. Knowledge of safeguarding children and adults' procedures, CQC Fundamental Standards | A/I |

#### Desirable

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|--|-----|
| 16. Understanding of complex care needs for young people to adults | A/I |
| 17. Knowledge of all applicable Care Legislation                   | A/I |

### Other personal requirements

#### Essential

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| 18. Flexibility to work the hours and days to meet the varying needs of the service. | A/I |
| 19. A respectful and inclusive attitude when working with all stakeholder groups.    | A/I |

#### Desirable

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|-------------------------|---|
| 20. Access to a vehicle | A |
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### How we intend to assess your match with our person specification

A Application Form

C Assessment Centre

I Interview