



Job description			
Job title	Night Care Assistant		
Grade	E		
Directorate	Children's Services		
Service/team	Fullerton		
Accountable to	Julia Nelson		
Responsible for	Not Applicable		
JE Reference		Date Reviewed	4.7.25

Purpose of the Job

To provide appropriate care and supervision to disabled children at night. This will include providing personal care for children and ensuring that they are safeguarded at all times.

Duties and Responsibilities

This is not a comprehensive list of all the tasks, which may be required of the post holder. It is illustrative of the general nature and level of responsibility of the work to be undertaken.

- To observe children throughout the night, ensuring their safety and well-being.
- To assist with tasks like toileting, changing, and feeding if needed.
- To provide comfort and reassurance, especially for children who may experience anxiety or difficulty sleeping.
- To provide safe and effective administration of medication when required.
- To respond to any emergencies or health issues that may arise during the night.
- To maintain accurate records of care provided and any incidents that occur



- To participate in the assessment of children in collaboration with social work teams, carers and other agencies
- To formulate individual night care plans in collaboration with parents/carers and review these plans on a regular basis.
- To participate and contribute to team meetings, training courses, staff development, supervision and PR&D sessions
- To agree individual targets and action plans in consultation with the managers.
- To participate in ensuring that the physical environment is maintained to the highest standard possible
- To participate in ensuring that health and safety requirements are met within service provision, taking appropriate action where necessary.
- To comply with the Council's policies and procedures.

Knowsley Better Together – Staff Qualities



Health and Safety

- To use equipment as instructed and trained.
- To inform management of any health and safety issues which could place individuals at risk.

Data Protection and Information Security



- Implement and act in accordance with the Information Security Acceptable Use Policy, Data Protection Policy and GDPR.
- Protect the Council's information assets from unauthorised access, disclosure, modification, destruction or interference.
- Report actual or potential security incidents.