

## Baby Night Care Assistant/ Personal Assistant required in Great Ryburgh, Fakenham, Norfolk

Part-time: 24 hours available per week

Rate: £11.50-£13.50 per hour (dependant on experience)

Shifts: 2 x 12 hour waking night shifts

Job reference: 4994

### Job description

*Although this job description is correct at present, it may change from time to time after negotiation with the post holder.*

### About me

We are seeking a compassionate and reliable Baby Night Care Assistant / PA to provide overnight care for the most delightful 18-month-old cardiac baby you will ever meet. The ideal candidate will ensure the safety, comfort, feeding, monitoring and well-being of the child during nighttime hours, allowing parents to rest assured that their little one is in good hands.

### Main Duties and Responsibilities:

- Monitor and attend to the needs of infants and young children during overnight hours.
- Following feeding routine
- Ensure a safe, and nurturing environment.
- Cleaning and organising duties as required.
- Keeping accurate records.
- Ad-hoc duties
- Cooking
- Follow parents' specific instructions and routines.
- Communicate any concerns or observations to parents in a timely manner.

### Personal Specification

*(refer to these when submitting your application)*

### Essential Criteria

- Strong understanding of infant care and safety practices.
- Ability to stay awake and alert throughout the entire shift.
- Excellent communication and organizational skills.
- Compassionate, patient, and trustworthy.

All training will be provided

### Desirable Criteria

- Prior experience in childcare, especially with infants, is highly preferred.

## Summary terms and conditions

- Hours, days and times of work: 24 hours per week as 2 x 12 hour waking night shifts.
- Rate: £11.50-£13.50 ph dependant on experience
- Annual leave: The annual holiday entitlement for this position will be equivalent to the work normally done during 5.6 weeks (statutory entitlement).
- Expenses: You will be reimbursed for prior agreed expenses incurred as part of the role.
- Sick pay: I do not operate a private sick pay scheme but provided you meet the eligibility criteria, you may be entitled to Statutory Sick Pay (SSP).

## The post is subject to the following

- Background check: A satisfactory Enhanced with Barred List(s) Disclosure and Barring Service check is required for this position.
  - *If you have been convicted of a criminal offence, please send these details to SIL in a separate email or in a sealed envelope together with a stamped addressed envelope. This will not be shared unless you are shortlisted for the post.*
- References: If successful, you will be required to provide details of two referees, one of which must be your current or most recent employer, or character references if you have not been employed
- Trial period: This post is subject to a probationary period of 3 months.

## How to apply

If you wish to apply for this position, please complete an **application form** and return it to SIL, quoting the job reference number **4994**.

**Please refer to the job description.**

**Online form:** <https://www.suffolkindependentliving.org.uk/application-form-1>

**Email:** [suffolk@silmail.org](mailto:suffolk@silmail.org)

**Telephone:** 01473 603876

**Post - Address:** SIL, Unit 21, IP City Centre, 1 Bath Street, Ipswich, IP2 8SD