

Candidate Information Pack

Job Title

Support Worker (Nights)

Location

Acorns at Ingfield Manor School

Dear Candidate

I am delighted that you have requested further information on our current vacancy. We are looking for a Support Worker (Nights) to join us and become part of our successful team, giving the very best support to our community every day, because Ingfield Manor School believes in 'fulfilling potential' of every learner. This is a fantastic opportunity to work in an engaging and rewarding environment, supporting the learning of our young people with motor neurological difficulties.

We are committed to providing an excellent education for all learners so that we can equip them with the skills and strategies to live as independent a life as possible in the future. The Ofsted inspection of our Acorns residential provision in 2024 recognised that the overall experiences and progress of children and young people were OUTSTANDING and there is a strong and positive safeguarding culture throughout the school. The inspection noted that children's day-to-day experiences are exceptionally positive with staff ensuring that each child receives high-quality individualised care to enable them to achieve the best possible outcomes. In addition, the level of care and staff practice are exceptional, the quality of communication with children is outstanding, parents are extremely positive and say that their children love coming to the residential provision and enjoy the activities.

In this role you will gain a wealth of experience, and we can offer a solid training package to help you flourish in your role. Most of all we offer a welcoming team environment where everyone's contribution to the community is noticed and acknowledged.

Are you ready to take your place in the Ingfield Manor team? I am really looking forward to receiving your completed application.

Yours sincerely

James Winchester
Principal





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& EDUCATION**
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Ingfield Manor School is a non-maintained special school and part of Salutem Care and Education who have services across England and Wales supporting adults and children in residential and educational Environments.

Based in its our own idyllic grounds, Ingfield Manor School offers extensive specialist facilities with the aim to provide an exceptional learning environment, helping children and young people fulfil their potential. Facilities include woodland and outdoor classroom space, high specification sensory room and swimming pool.

At Ingfield Manor School, we believe everyone should have the opportunity to live a healthy, active, and fulfilling life, regardless of their background or disability. The aim of our services is to provide a safe and stimulating environment that enables children and young people to flourish and grow.

Our IMS provision caters for students aged 3–19 years with neurological motor impairment such as Cerebral Palsy and associated medical and sensory needs. Following the Conductive Education approach, Ingfield Manor School focuses on the holistic development of everyone, including their physical and communication skills. Our residential provision Acorns provides respite care for students, from Monday to Friday during term time.

Our Woodview provision is for secondary aged students with special educational needs including speech, language, and communication needs (SLCN) and autistic spectrum conditions (ASC)

We are immensely proud of our school and our community. We are committed to providing the very best for young people while they are with us, helping them to develop the knowledge, skills, confidence and aspiration to succeed throughout their lives. We know that our staff team make the school what it is today and are the key to a successful future. Staff are well supported by the leadership team and are offered opportunities to progress. We know that each and every one of our staff have a pivotal role to play and we believe in supporting everyone to fulfil their potential. Ingfield Manor School is a rewarding place to work, and staff report high levels of job satisfaction.

Through working for Salutem we offer a comprehensive range of employee benefits designed to support you in various aspects of your life through our benefits platform Salutem Extras.

Some of these benefits include free online GP access for you and your family, ensuring that healthcare is readily accessible when you need it most. Additionally, our free employee assistance programme extends its support to both you and your partner, providing essential services such as counselling, financial advice, and legal guidance.

Ingfield Manor School has convenient road links and is a 10 minute drive from Horsham. There is a bus stop 10 minute walk from the school, a large car park for those travelling by car.

New employees joining Ingfield Manor School are guaranteed a warm welcome from the community. Our motto is that 'Fulfilling Potential' and we strongly believe that this should include our entire school community. We look forward to getting to know you better and helping you to play your part in providing the very best to our young people.

Job Description

Job Title	Support Worker (Nights)
Reporting To	Team Leader (Residential)
Location	Acorns at Ingfield Manor School

Job Overview

To be part of a team of three responsible for care and general wellbeing of the young people between the core hours of 7.00pm and 7.00am. An earlier start time may be indicated on some nights.

Hours Wednesday and Thursdays, 24 hours per week. Term Time only (39 weeks)

Salary £13,594 – 13,755 pa (£12.70 - £12.85 per hour)
(FTE 52wks £26,416 - £26,728). *Dependent upon experience*

Job Responsibilities

- To assist young people with nighttime / evening routines, (getting into bed) as well as their getting up routines.
- Make 15-minute routine checks on the young people through the night and attend to their nighttime requirements (e.g. personal care). Routine laundry and hygiene / light domestic tasks will be fitted in between bedroom checks
- Complete appropriate paperwork, such as night logs and wellbeing records before going off duty.
- Liaise with evening and early morning duty staff to include a formal handover, to ascertain any specific problems which need to be noted and acted upon.
- Take a role in fire evacuation procedures
- Checking the security of the premises
- Provide good standards of physical and emotional care
- Ensure the physical environment is maintained to high standards of safety, hygiene and presentation
- To demonstrate a commitment to excellence and deliver against the requirements of the organisation and any regulatory inspections
- Participate in the staff training and development programme.
- The work involves the physical facilitation of students and the moving of furniture and equipment

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Job Responsibilities

This job description should not be seen as all encompassing, and the post holder will be expected to undertake any other responsibilities appropriate to the post as identified by the company.

The post holder will further Salutem's vision and comply with the policies and procedures of Salutem and the school. This job description will be kept under review to ensure that it remains up to date. The post holder will be consulted about any proposed changes.

Salutem Care and Education are committed to safeguarding and promoting the welfare of children and young people. All offers of employment are subject to rigorous pre-employment checks, including enhanced DBS, in line with our stringent safer recruitment policy.

Successful candidates for all posts will undergo a minimum of 6 months' probation period.

Our Values

- We are **Supportive** by promoting opportunities for everyone so they can reach their full potential
 - We are very **Ambitious** to provide the best possible outcomes for the people who use our services
 - We are **Loyal** because we put the people that we support and our staff at the centre of everything we do, and we deliver on our promises. We also are committed to ensuring that our services are meeting the needs of all stakeholders
 - We are **Unique** because we are ambitious and innovative about the diversity of the services that we provide without compromising quality
 - We are **Transparent** by being open, honest and fostering a culture of mutual respect. We promote a culture where we learn by our experiences, and we are committed to doing things better and setting the highest standards in what we do
 - We are **Engaging** because we work in partnership with the people that we support, our staff and all our stakeholders
 - We encourage everyone to experience a **Meaningful** life by being aspirational and by offering opportunities
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Job Description

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Knowledge, skills and competency

Area	Essential	Desirable
Professional Qualifications	Level 3 residential childcare or equivalent or willingness to undertake and complete the training	
Knowledge	To be aware of data protection and GDPR	To have a basic knowledge of cerebral palsy and awareness of disabilities Safeguarding children and adults
Skills	To be able to communicate clearly both verbally and in writing. To adhere to safe practice Ability to plan	
Experience		Experience working with young people
Personal Qualities	To be empathetic, supportive and promote independence and inclusion. The ability to use own initiative and be adaptable and willing to accept changing priorities. To be reliable, flexible and motivated	Act as a role model to the young people in all aspects of your working life
Other	Have a non-judgmental approach.	

We hope you have found this pack useful. Please do take a look at our website as well for more information and to see lots of images of our staff and young people, to help you get a feel for the work of the school.

<https://www.ingfieldmanorschool.co.uk/>

For further information please contact Tracey Francis, Head of Care by phone 01403 782294 or email Tracey.Francis@ambitoeducation.co.uk

Data Protection:

All information is stored securely and processed appropriately. Any information supplied by unsuccessful candidates will be destroyed through a confidential waste system after six months from notifying unsuccessful candidates, in accordance with our information and records retention policy.