



DEPUTY NIGHT MANAGER

Salary: £40,000 per annum

Hours: 46 hours per week

Excellent benefits: Enhanced holiday & sick pay, free on-site parking, healthcare cash back scheme, free on-site gym, free meals on duty, excellent progression.

Overview: The Meath supports people with learning disabilities to live fulfilling lives. The Deputy Night Manager helps ensure that people receive safe, compassionate and person-centred support overnight, and that night staff are guided, supported and equipped to deliver high-quality care.

Job Purpose: To support the Night Service Manager and wider management team in the effective running of night services. The post holder will help coordinate staff, maintain safe staffing and medicines arrangements, promote safeguarding, respond to incidents and emergencies, and ensure that people's individual needs and routines are respected overnight.

Key Responsibilities Include:

People we support

- Ensure people receive dignified, person-centered night-time support that respects their privacy, choices, communication needs and routines, follows individual support plans and risk assessments, promotes independence and least-restrictive practice, and responds promptly to changes in health or wellbeing, with appropriate escalation and accurate recording

Night staff supervision and coordination

- Provide day-to-day leadership and guidance to night staff, ensuring understanding of individual support plans, risk assessments, policies and emergency procedures.
- Support induction, training, competency assessments and delegated supervision.
- Promote open communication and learning, assist with safe staffing and rota coordination, and ensure effective handovers and timely escalation of concerns to the Night Service Manager.

Medicines management

- Support safe medicines management, ensuring trained and competent staff administer and record medication correctly, appropriate staffing and secure storage are maintained, and medication errors or discrepancies are promptly escalated, recorded and addressed.
- Assist with medication audits, stock checks and competency reviews, ensuring actions are followed up in line with The Meath's medicines policy.

Safeguarding, safety and records

- Ensure safeguarding concerns are promptly reported, incidents and changes in health are accurately recorded, and staff comply with the Mental Capacity Act, consent requirements, confidentiality and relevant safety procedures.
- Escalate risks, staffing shortfalls and environmental concerns promptly protect people's safety and continuity of support.

Emergency response and on-call support

- Respond effectively to emergencies, follow emergency and evacuation procedures, contact emergency services or the designated on-call manager when required, undertake agreed on-call duties, and ensure significant overnight incidents, decisions and outstanding actions are accurately recorded and handed over to the day team and relevant manager.

Quality and continuous improvement

- Support compliance with The Meath's policies and CQC requirements by contributing to audits, checks, incident reviews and action plans.
- Promote learning from incidents, medication errors, complaints and feedback, and help maintain a safe, clean and homely environment that respects people's comfort, belongings and preferences."

Person specification – essential

- Experience in a senior support worker, deputy night manager or equivalent role; Level 4 or Level 5 health and social care qualification, or willingness to work towards Level 5;
- Experience supporting people with learning disabilities and guiding colleagues; working knowledge of safeguarding, medicines management, the Mental Capacity Act and health and safety; ability to manage risk, respond calmly and escalate concerns; good communication, record-keeping and IT skills; a compassionate, reliable and person-centered approach; and commitment to mandatory training and maintaining role-specific competencies

Person specification – desirable

- Experience undertaking medication audits, staff competency assessments, supervision and quality checks; knowledge of CQC Fundamental Standards and quality assurance; and a full driving license where relevant to service requirements.

General responsibilities

- Comply with The Meath's policies, procedures, code of conduct and relevant legislation.
- Maintain professional boundaries and protect confidential information.
- Complete required training and participate in supervision, appraisal and ongoing development.
- Undertake other reasonable duties appropriate to the purpose and level of the role.

Inclusivity & Diversity: We recognise that all our colleagues are uniquely different and bring their own originality creativity, and identity to work. We encourage people from all backgrounds to be part of our charity in supporting our inspirational residents.

Our values are embedded into our culture here at The Meath, designed by our team, and how we live our every day:

We are **COLLABORATIVE** – We are trusting, We achieve more together, We communicate

We **CARE** – We are person-centred, We are respectful, We are skilled & knowledgeable

We are **PROUD** – We work as a team, We take pride in the people that we support, We take pride in our community

We are **INCLUSIVE** – Everyone is important, Everyone has a voice, Everyone is welcome

We **EMPOWER** – We are creative, We are positive, We support individual development & achievement