Last updated: 29 October 2019

Job Description: Night Supervisor 2020

Locations: Pepperdine University, Malibu

Concordia College, New York

Reports to: Accommodation and Welfare Manager

Role description

The role of the Night Supervisor is to manage the health safety and wellbeing of students in residences during night time hours and ensure adherence to residential rules. Night Supervisors work a 6-day week.

Duties and Responsibilities:

- To ensure student welfare is maintained during night time hours approximately between 9.30 pm and 3.30 am
- To establish a routine of checks to ensure students are in their rooms and lights are out
- To act as a representative of the management team, calling on the duty manager when appropriate
- To complete a duty log detailing times of "rounds" and recording any incidents that take place during the night
- To ensure communal areas are kept tidy
- To update notice boards as required
- To provide assistance with arrivals and departures when these fall during the duty period
- Any other duties as directed by line manager

RESTRICTED: May contain personal data, protect accordingly

Person Specification

Kings is committed to safeguarding and promoting the wellbeing of children and young people and expects staff and volunteers to share this commitment. All staff will need to undergo a background check and must be eligible to work in the US.

Applicants must be able to demonstrate:

- Previous experience working with children/teenagers
- Current first aid certificate
- A mature commanding manner
- Excellent communication and interpersonal skills
- A willingness to work unsocial hours
- Flexibility

Desirable attributes include:

- Previous experience in night supervision
- Previous junior summer camp/center experience
- Valid clean driving license

Remuneration Package:

- This role pays a weekly stipend of $510 in CA and $450 in NY in addition to shared accommodation and full board on campus
- Staff at Kings are paid bi-weekly

Kings is an equal opportunities employer and we adhere to the principles of equal opportunity in all aspects of our recruitment process.

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