

## NIGHT SUPERVISOR

Hewlett Court is a charity run organisation owned by the ELMC (East Lancashire Masonic Charity) We are a retirement home for the elderly.

A vacancy has arisen for a Night Supervisor. Hours of work are 22.5 per week on a pro rata basis. Duties include, supervision of staff throughout the night, dealing with emergencies, queries and enquires.

Recording of data, cover rota's when needed and ensure nightly tasks are completed to a high standard.

The ideal candidate must possess a professional and caring manner, be customer care conscious, have the ability to work to deadlines and be computer literate.

Show strong leadership skills and be flexible towards the needs of the business. Oversee staff rota's, spot checks and liaise with Management. Have the ability to communicate at all levels and to prioritise workload.

No experience is needed for this role as full training will be given. The successful applicant will be subject to a DBS check; the expense will be met by the employer. If you are interested in this role, please send a copy of your C.V to

[alison.emmott@hewlettcourt.org.uk](mailto:alison.emmott@hewlettcourt.org.uk)