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PERSON SPECIFICATION



Job Designation	Deputy Manager
Salary	
Reports To	Home Manager

	ESSENTIAL	DESIRABLE	VERIFIED BY
QUALIFICATIONS			
Educated to GCSE. (Can be evidenced in other professional training).	E		Application Form/ Certificate
NVQ 3 (in Childcare) or CSS, CQSW, Dip SW.	E		Application Form/ Certificate
NVQ 4 Management (CMS /DMS) or working towards these.		D	Application Form/ Certificate
Professional Care Qualification (DipSW, CMS, CQSE, Registered Manager's Award).		D	Application Form/ Certificate
SKILLS & EXPERIENCE			
High standard of reporting and recording.	E		Application Form/ Interview
Evidence of undertaking a supervisory role in relation to staff within a residential environment.	E		Application Form/ Interview
Informal and formal supervision of staff.	E		Application Form/ Interview
Leadership and motivational skills.	E		Application Form/ Interview
Good interpersonal skills.	E		Application Form/ Interview
Work on own initiative.	E		Application Form/ Interview
Good communication skills.	E		Application Form/ Interview
KNOWLEDGE			
Wide knowledge of the behaviours displayed by children and young people and understanding of a myriad of intervention strategies.	E		Application Form/ Interview
Working knowledge of Children's Regulations including National Minimum Standards, Children's Act 1987, Children Leaving Care Act 2000.	E		Application Form/ Interview
An understanding of the process of child development.	E		Application Form/ Interview
Knowledge and understanding of the principles of team work.	E		Application Form/ Interview
Understanding the principles and practical application of safeguarding and child protection.	E		Application Form/ Interview

ABILITY			
To apply systems and processes within residential homes that are compliant with the National Minimum Standards and Children's Regulations.	E		Application Form/ Interview
To develop and maintain effective team working practices across the staff group.	E		Application Form/ Interview
To convey to staff the knowledge and skill required in applying a variety of intervention strategies.	E		Application Form/ Interview
To communicate with outside agencies, children and their families.	E		Application Form/ Interview
Promote the health, safety and wellbeing of children, young people and staff.	E		Application Form/ Interview
OTHER REQUIREMENTS			
Full driving licence.	E		Application Form
Be flexible when needed to provide cover to other homes.	E		Interview
Demonstrate commitment to continuous improvement.	E		Application Form/Interview