

PERSON SPECIFICATION



| | |
|-----------------|------------------------------------|
| Job Designation | Home Manager |
| Salary | |
| Reports To | Children's Services Manager |

| | ESSENTIAL | DESIRABLE | VERIFIED BY |
|--|-----------|-----------|----------------------------------|
| QUALIFICATIONS | | | |
| Educated to GCSE standard or equivalent. | E | | Application Form/ Certificate |
| NVQ 3 Children and Young People or equivalent. | E | | Application Form/ Certificate |
| NVQ 4 Management, CMS, DMS equivalent or working towards. | E | | Application Form/ Certificate |
| Professional Care Qualification (DipSW, CMS, CQSW, Registered Manager's Award). | | D | Application Form/ Certificate |
| SKILLS & EXPERIENCE | | | |
| Considerable evidence of working with young people in a residential setting. | E | | Application Form/ Interview |
| Evidence of management at a senior level within a residential setting. | E | | Application Form/ Interview |
| Evidence of staff/team management on a regular basis. | E | | Application Form/ Interview |
| Budget management including monitoring, recording & reporting. | E | | Interview |
| Leadership and motivation skills. | E | | Interview |
| Excellent interpersonal skills. | E | | Presentation/ Interview |
| Good written & oral communication. | E | | Presentation/ Interview |
| KNOWLEDGE | | | |
| National Minimum Standards Residential Children's Homes. Children Act 1989 / 2004. | E | | Application Form/ Interview |
| Protection of Children Act 1999 & Children Leaving Care Act 2000. | E | | Application Form/ Interview |
| The needs of children and young people in public care. | E | | Interview |
| Agencies and services relevant to the needs of children in public care. | E | | Interview |
| Equal opportunities in day to day practice. | E | | Interview |
| Principles of recruitment and selection. | E | | Interview |
| Full understanding of the principles and practical application of safeguarding and child protection. | E | | Interview |

| | | | |
|---|---|--|--------------------------------|
| ABILITY | | | |
| To work in partnership with other agencies including Local Authorities. | E | | Interview |
| To participate and function professionally in meetings. | E | | Interview |
| Effectively communicate with children and families. | E | | Application |
| Application of policy into practice. | E | | Interview |
| Promote the health, safety and wellbeing of children, young people and staff. | E | | Interview |
| OTHER REQUIREMENTS | | | |
| Ability to occasionally work out of normal office hours and be on call. | E | | Interview |
| Be flexible when needed to provide cover to other homes. | E | | Interview |
| Demonstrable commitment to valuing diversity. | E | | Application Form/ Interview |
| Demonstrable commitment to continuous improvement. | E | | Application Form/ Interview |
| Full driving licence. | E | | Application Form |