



## Person Specification – Registered Manager

*Our organisation welcomes applications for employment from all members of the community and is committed to Equality of Opportunity and anti-discriminatory practice.*

*We recognise, accept and value all our young people as unique and diversely talented individuals. As an organisation we extend that same ethos to the people who work for us and as such believe that personal qualities, strengths, talents and integrity are no less important than academic achievement.*

*Your application for this post will be judged in the “whole”, but some of the things we believe will make you suitable for this post, and equally importantly get the most out of this post yourself, are listed as either Essential or Desirable.*

Criteria		Essential	Desirable	Demonstrated By:
<b>Qualifications</b>				
1	Educated to a <b>minimum</b> of GCSE standard	E		Application / Certification
2	<b>Level 3 Diploma</b> (QCF) for the Children and Young People’s Workforce or equivalent	E		Application / Certification
3	<b>Level 5 Diploma</b> in Leadership for Health and Social Care and Children and Young People’s Services (in the Childrens Residential Pathway) or Equivalent eg: RMA		D	Application / Certification
4	If not qualified at L5 must be able to evidence significant progress towards achieving the qualification.	E		Application / Portfolio
5	<b>Professional Care Qualification</b> (Dip SW, CMS, CQSW, RMA)		D	Application / Certification
<b>Experience</b>				
6	Previous Registration with NCSC or CSCI – Current Registration with Ofsted		D	Application
7	Considerable evidence of having working with young people in a residential setting	E		Application / Interview
8	Having worked for at least 2 years in the last 5 in a position relevant to residential child care	E		Application / Interview
9	Considerable experience of multi-disciplinary / inter-agency working	E		Application / Interview
10	A minimum of 2 years in a role involving the Supervision and Management of staff working in a care role.			
11	Evidence of effective Leadership and Management of individuals and teams	E		Application / Interview
12	Budget Management including monitoring, recording and reporting	E		Application / Interview
13	Preparing and Managing Rotas to ensure a suitable skill mix on shift at all times	E		Application / Interview
14	Writing and presenting reports to a professionally acceptable standard	E		Application / Interview
15	Interfacing with Ofsted, forming professional relationships with Inspectors, acting on recommendations to drive continuous service	E		Application / Interview
15	Interfacing with Regulation 44 Visitors, forming professional relationships, acting on recommendations to drive continuous service	E		Application / Interview
<b>Knowledge Base</b>				
16	Quality Standards and Childrens Homes Regulations	E		Application / Interview

17	Children Act 1989 /2004	E		Application / Interview
18	Protection of Children Act 1999 and Children Leaving Care Act 2000	E		Application / Interview
19	Principles of Safer recruitment and Selection	E		Application / Interview
20	Equal Opportunities in day to day Practice	E		Application / Interview
21	Health & Safety at work in day to day practice	E		Application / Interview
22	Full understanding of the principles and practical application of Safeguarding & Child protection	E		Application / Interview
23	Agencies and services relevant to the needs of children in the Public care	E		Application / Interview
24	Understanding of the role of Ofsted and other statutory bodies - reporting responsibilities and Inspection processes	E		Application / Interview
25	Understanding of Data Protection and the principles of confidentiality of information	E		Application / Interview
<b>Personal Attributes</b>				
26	Suitability to work with vulnerable young people	E		Application / Interview / Disclosure
27	The ability to form professional and positive relationships with children and young people	E		Application / Interview
28	The ability to form professional and positive relationships with colleagues and other agencies	E		Application / Interview
29	Excellent Interpersonal and communication Skills	E		Interview
30	Leadership and Motivational skills	E		Application / Interview
31	The ability to work as a part of a team and on own initiative	E		Application / Interview
32	The ability to seek advice and guidance, think critically and reflect on <b>own</b> practice	E		Application / Interview
33	Flexibility, patience and the ability to work in a rapidly changing environment	E		Application / Interview
34	Ability to prioritise workload	E		Application / Interview
35	Approachability and a good sense of humour	E		Application / Interview
36	Honesty, integrity and trustworthiness	E		Application / Interview / Disclosure
37	Commitment to valuing Diversity			Application / Interview
38	Confidence and competence to represent the service and organisation at professional meetings	E		Application / Interview
39	Commitment to working in a "No Blame" culture with an ability to reflect critically with others to drive continuous professional development	E		Application / Interview
40	Commitment to own Continuous Professional Development	E		Application / Interview
<b>Other</b>				
41	Commitment to work on shift <b>if</b> required which may include evenings, weekends, public holidays and may be at short notice depending on the needs of the service	E		Application / Interview
42	Commitment to occasional work in other homes within reasonable travelling distance depending on the needs of the service	E		Application / Interview
43	Commitment to take part in an on-call rota	E		Application / Interview

<b>44</b>	Commitment to a programme of mandatory / service specific training and continuous personal development	E		Application / Interview
<b>45</b>	Commitment to a programme of mandatory / service specific training and continuous personal development	E		Application / Interview
<b>46</b>	The right to live and work in the UK	E		Application / Interview
<b>47</b>	Full UK Driving Licence		D	Application

Updated November 2016