



PERSON SPECIFICATION

Job Designation	Home Manager
Salary	
Reports To	Service Manager

	ESSENTIAL	DESIRABLE	VERIFIED BY
Qualifications			
Educated to GCSE standard or equivalent	E		Application Form/ Certificate
NVQ 3 – Level 3 Diploma (QCF) qualified in Children and Young People’s workforce (or equivalent)	E		Application Form/ Certificate
Level 5 Diploma in Leadership for Health and Social Care and Children and Young People’s Services in the children and young people’s residential management pathway, equivalent (RMA etc.)or working towards.	E		Application Form/ Certificate
Professional Care Qualification (DipSW, CMS, CQSW, Registered Manager’s Award).		D	Application Form/ Certificate
Experience			
Considerable evidence of working with young people in a residential setting.	E		Application Form/ Interview
Within the last 5 years, worked for at least 2 years in a position relevant to the residential care of children.	E		Application Form/ Interview
Worked for at least one year in a role requiring the supervision and management of staff working in a care role.	E		Application Form/ Interview
Evidence of staff/team management on a regular basis.	E		Application Form/ Interview
Budget management including monitoring, recording & reporting.	E		Application Form/ Interview
Skills			
Engaging children and young people.	E		Application Form/ Interview Presentation
Leadership and motivation skills.	E		Application Form/ Interview Presentation
Excellent interpersonal skills.	E		Presentation/ Interview
Good written & oral communication.	E		Presentation/ Interview
Knowledge			
Children’s Homes Regulations.	E		Application Form/ Interview
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 safer 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 UK driving licence.	E		Application Form