

**PERSON SPECIFICATION**

**Job Title:** Deputy Manager

**Grade:**

**Home:**

	<b>ESSENTIAL</b>	<b>DESIRABLE</b>	<b>METHOD OF ASSESSMENT</b>
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>• NVQ / QCF Level 2 - 3</li> <li>• Other qualifications may be considered depending on subject areas.</li> </ul>	<ul style="list-style-type: none"> <li>• G.C.S.E. English Grade C or above or equivalent.</li> <li>• First Aid Training, Basic Food Hygiene, Health and Safety and Fire Safety</li> </ul>	<ul style="list-style-type: none"> <li>• Application form</li> </ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• At least 2 years experience working with people within a residential environment, 1 year at a senior level.</li> <li>• Experience of supervising staff</li> <li>• Understanding of the appropriate legislation e.g. Mental Health Act</li> <li>• Experience and knowledge of people with Learning difficulty and Mental Health medication management</li> <li>• Care / Risk planning knowledge</li> <li>• Experience of facilitating staff and client meetings</li> <li>• Understanding confidentiality</li> <li>• Understanding of the minimum</li> </ul>	<ul style="list-style-type: none"> <li>• Awareness of H/ S issues within community homes</li> </ul>	<ul style="list-style-type: none"> <li>• Application form</li> <li>• Interview</li> <li>• References</li> </ul>

	standards legislation for residential adult care homes.		
<b>SKILLS</b>	<ul style="list-style-type: none"> <li>• Good awareness of people with Mental Health and Learning Difficulties support needs</li> </ul>		<ul style="list-style-type: none"> <li>• Application form</li> <li>• Interview</li> <li>• References</li> </ul>
<b>SPECIAL KNOWLEDGE</b>	<ul style="list-style-type: none"> <li>• Good awareness of people with Mental Health and Learning difficulties support needs</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of organisation</li> <li>• Knowledge of Mental Health issues</li> </ul>	<ul style="list-style-type: none"> <li>• Application form</li> <li>• Interview</li> <li>• References</li> </ul>
<b>PERSONAL QUALITIES</b> <i>(Demonstrable)</i>	<ul style="list-style-type: none"> <li>• Reliability</li> <li>• Good communication skills</li> <li>• Good timekeeper</li> <li>• Flexible approach</li> <li>• Self motivated</li> <li>• Team leader</li> <li>• Excellent values</li> <li>• To work on own initiative</li> </ul>	<ul style="list-style-type: none"> <li>• Friendly and approachable</li> </ul>	<ul style="list-style-type: none"> <li>• Application form</li> <li>• Interview</li> <li>• References</li> </ul>
<b>OTHER</b> <i>(Please specify)</i>	<ul style="list-style-type: none"> <li>• Ability to work on rolling rota which includes evening, weekends, bank holidays, sleep-in's and wake-in's</li> <li>• A commitment to own learning and personal development and acquisition of professional skills.</li> </ul>	<ul style="list-style-type: none"> <li>• Have access to own transportation and clean driving licence.</li> </ul>	<ul style="list-style-type: none"> <li>• Interview</li> </ul>