

Deputy Residential Childcare Manager

Person Specification

Education and Training			
Essential Criteria		Desirable Criteria	
NVQ Level 4 qualification or equivalent		NVQ Level 5 qualification	
Literacy and Numeracy qualifications			
Basic computer skills e.g. word processing, PowerPoint			
Knowledge of current Health & Safety legislation			
Exceptional awareness of the principles of safeguarding and understand the duties and responsibilities arising from the Children Act 2004, Working Together and Keeping children safe in education in relation to child protection and safeguarding children and young people			
Willingness to undertake NVQ Level 5 qualification.			
Achievements and Experience			
Essential Criteria		Desirable Criteria	
Experience of working in residential care at Manager/Senior level.		Experience of working with children/young adults who are either sensory impaired, multi disabled, have learning difficulties and/or display challenging behaviour.	
Experience of leading and managing a group of staff		Experience of leading training and arranging appropriate induction for staff.	
Experience of organising a range of activities suited to meet the needs of children/young adults with a range of complex disabilities.		Experience of Commission for Social Care Inspections and/or OFSTED inspections and how to comply with National Minimum Standards.	
Experience of probation, supervision and/or performance management or appraisal.		Experience of administering medication, although training will be given.	
Experience of shift work is essential as overnight on call duties are involved.			
Experience of managing budgets.			
Experience of writing rotas and arranging staff cover.			

Experience of working in a multi-disciplinary setting and attending multi agency meetings including reviews.			
Experience of assessing risks and initiating risk assessments.			
Experience of working within and applying an equal opportunities policy.			
Skills & Abilities			
Essential Criteria		Desirable Criteria	
Ability to form positive relationships with pupils, parents/carers, other school staff and professionals, leading by example and being a positive role model.		Ability to listen to pupils, parents/carers and stakeholder's concerns and respond appropriately to find satisfactory solutions.	
Ability to motivate and manage a large staff team effectively, including being able to deal with sensitive staff issues.		Awareness of the roles & responsibilities of other agencies involved in the school e.g. Children's Services.	
Ability to recognise strengths and weaknesses within a staff team, including self.		Ability to support and work collaboratively with other Managers within the school	
Ability to work under pressure, prioritise workload and delegate tasks.		Knowledge of Care Planning and Target Setting and their implementation.	
Excellent communication skills, oral and written, to a range of audiences.		Ability to drive a minibus	
Ability to draft comprehensive reports, paying attention to detail.			
Have a thorough awareness of Equal Opportunities and be able to acknowledge people's rights.			
Ability to promote a high standard of residential care.			
Ability to be enthusiastic and promote new ideas within the school/department.			
Ability to be flexible, balancing the needs of the school with personal needs. (work/life balance)			
Ability to communicate in an appropriate manner to pupils, parents/carers and other stakeholders. To have an awareness and understanding of the needs of children and young people with complex disabilities.			
Ability to manage own workload.			