

Person Specification

Post: Registered Children's Home Manager

Qualifications	Essential	Desirable
Level 5 Diploma in Leadership and management for Children's Residential Management willingness to undertake training to achieve this	√	
NVQ level 3 or Social Work Qualification	√	
Willing to register as a manager with OFSTED	√	
Proficient numeracy/literary skills equivalent to GCSE or above in English and Math	√	
Full driving license valid for UK		√
Knowledge and Experience		
Experience of management	√	
Experience of working in residential care for children and young people	√	
Experience of working with children aged 6 to 11	√	
Experience of delivering and facilitating a Therapeutic Approach to Childcare	√	
Experience with electronic records, including from a management oversight.	√	
Experience of working with children at a senior level.	√	
Knowledge of the Children's Homes Regulations (2015) and the Social Care Common Inspection Framework	√	
A working understanding of relevant legislation and policies, such as Children and Families Act 2014, Health and Social Care and Safeguarding.	√	
Can demonstrate knowledge and understanding of operational management within service provision	√	
Knowledge of care standards and the requirements of OFSTED	√	
Experience of providing quality assurance documentation that provides a management focus on delivering confidence that quality requirements will be fulfilled.	√	
Experience of setting up a new children's home		√
Knowledge and understanding of the needs of children who are looked after through the impact of trauma and adverse childhood experiences and the barriers that this can present in relation to their social and emotional development.		√
Experience of working with statutory agencies to plan, prepare and support children and their families for the opportunity to achieve their forever home		√
Skills and Abilities		
Able to communicate to a high standard with a range of adults and children	√	
Able to prioritise, manage workload and delegate appropriately	√	
Excellent interpersonal skills and the ability to communicate clearly and concisely at all levels (both orally and in writing)	√	
Can demonstrate good management and decision-making skills	√	
Ability to plan and organise workload in line with individual and organisational targets	√	
Able to mentor, coach and nurture staff team	√	
Able to effectively performance manage staff using formal procedures where necessary	√	
Ability to manage conflict	√	
Ability to identify and manage risk	√	
Other Attributes		
Proficient in IT and able to use Microsoft Office packages including Word and Outlook.	√	
Willingness to work flexibly in terms of hours, including out of office hours if required	√	

Committed to own professional development.	√	
Able to work according to organisational policies and procedures	√	
Personal Qualities		
Values based approach	√	
Positive attitude towards diversity in general and specifically towards the rights, independence, inclusion and choice for children with complex needs	√	
Emotionally intelligent	√	
Solution focussed	√	
Flexible	√	
Children centred and focussed	√	
Innovative and creative	√	
Non-judgemental	√	
Able to work under pressure	√	
Committed to working in ways which challenge discrimination	√	
Motivated and enthusiastic	√	