House Manager, Residential Care

Person Specification

Factors	Essential	Desirable
Qualifications / skills / knowledge and / or ability:-		
▪ Level 5 QCF in residential childcare (or working towards if not already achieved)		•
▪ Experience of managing in a care setting	•	
▪ School environment experience		▪
▪ Have experience of young people with ASD or special school setting		▪
▪ Good general ICT skills - ability to use email and other forms of electronic communication	▪	
▪ Good organisational, communication and listening skills	▪	
▪ Have the ability to both work as a member of a team and to lead a team to help provide a happy, stimulating environment	▪	
▪ Working under pressure and meeting tight deadlines	▪	
▪ Good oral and written communication	▪	
▪ Confident and self motivated	▪	
▪ Good interpersonal and negotiation skills	▪	
▪ Good attention to detail	▪	
▪ Maintain a positive and flexible attitude	▪	
▪ Able to work on own initiative	▪	
▪ Be organised and work to deadlines	▪	
▪ Own transport desirable (or live in close proximity to School)	▪	
Personal qualities:-		
▪ Empathy with the needs of young people	▪	
▪ Enthusiastic, positive, conscientious, flexible	▪	
▪ Team leadership	▪	
▪ Team player	▪	
▪ Tidy and organised worker with an awareness of health and safety issues in the working environment	▪	
▪ Have a commitment to continuous professional development	▪	
▪ Fully committed to equal opportunity for all	▪	