

PERSON SPECIFICATION

JOB TITLE: Assistant Manager
GRADE:
PREPARED BY: Agnes Field

DEPARTMENT: The Gouldings
POST NO: 45007135
DATE: 29/03/2021

E = ESSENTIAL D = DESIRABLE		SOURCE OF EVIDENCE - APPLICATION = A TEST = T INTERVIEW = I
	1. EXPERIENCE, direct work experience, other relevant experience	
E		
	<ul style="list-style-type: none"> • 2years experience at senior level in working in a residential style environment 	A/I
	2. KNOWLEDGE, without which the job cannot be done effectively.	
E	<ul style="list-style-type: none"> • Good knowledge of the aging process 	A/I
E	<ul style="list-style-type: none"> • Knowledge and understanding of related legislation and standards 	A/I
E	<ul style="list-style-type: none"> • Excellent knowledge of Care provision and good practice 	A/I
	3. SKILLS & ABILITIES, Essential/Capable of doing, Desirable/Able to train.	
E	<ul style="list-style-type: none"> • Ability to work well in, and lead a team 	A/I
E	<ul style="list-style-type: none"> • Ability to deal sensitively with clients in a variety of situations 	
	4. QUALIFICATIONS, TRAINING & EDUCATION, also identify training to be given.	
E	<ul style="list-style-type: none"> • NVQ Level 3 in Health and Social Care or equivalent (or willing to train) 	A/I
	5. PERSONALITY, SOCIAL SKILLS, Relationships, thinking style, disposition.	
E	<ul style="list-style-type: none"> • Positive in approach – self-motivated and able to lead and manage others 	A/I
D	<ul style="list-style-type: none"> • Responsive to guidance – and able to give guidance in a constructive manner 	A/I
E	<ul style="list-style-type: none"> • Kind and caring in manner 	A/I
	6. OTHER FACTORS, Physical, Mobility, Availability, Conditions, etc.	
E	<ul style="list-style-type: none"> • Must be fully able to undertake the physical aspects of the job 	
E	<ul style="list-style-type: none"> • Available to work shifts between 7am and 10pm plus additional hours at short notice 	