



Person Specification			
Post title	Registered Manager	Grade / Salary	Grade Q SCP - 42

**\*\*\* This post is exempt from the provisions of the Rehabilitation of Offenders Act – applicants must disclose all criminal convictions including those which are ‘spent’, in addition to any cautions and bindover orders received in the last 12 months \*\*\***

To be successful in this role you will need to demonstrate how you meet the criteria below at application & interview stage.

Shortlisting Number	Criteria	Method of assessment
<b>Skills, knowledge, experience</b>		
S1	Ability to illustrate an understanding of OFSTED regulations, care home standards and a home’s statement of purpose.	CV,I,E
S2	Be able to express an appreciation and understanding of current childcare legislation, up to date research and its application to working practices.	CV,I,E
S3	Be able to apply 1 and 2 into effectively managing an Ofsted compliant children’s home.	
S4	Extensive experience with a minimum of 4 years of experience directly delivering services to children and young people in a residential setting, including a minimum of 2 years at a senior level. Demonstrate an ability to manage small and large staff teams (approx.25 members)	CV,I
S5	Demonstrate leadership qualities to set objectives and review within a framework of service and business planning and experience of change management	CV,I,E
S6	Ability to develop collaborative working relationships with staff within the division and in other agencies. In addition to appropriately represent the service and division at meetings with colleagues, senior managers, stakeholders and partner agencies.	CV,I
S7	Demonstrate an ability to ensure a children’s home is organised and managed. To make decisions on appropriate referrals into the service, ensure good matching of children and that the placement meets the child’s needs. To respond to crisis and emergency safeguarding matters to ensure	I,E

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	children are safe.	
S8	Experience of managing staff and providing regular good quality supervision and appraisal to staff, ensuring sufficient training and development opportunities.	I,E
S9	Demonstrate an ability to ensure children are safe, with the provision of high-quality care in a residential/ respite setting (edge of care/ children with disabilities).	CV,I,E
S10	To have an understanding of the role of other agencies and work together in an effective manner, using your own initiative. Ability to work co-operatively with colleagues and work on own initiative.	CV,I
S11	Have the ability to manage time / self efficiently and effectively.	CV,I
S12	Ability to write concise reports and maintain appropriate records.	CV,I,E
S13	Ability to be able to understand and use performance management information to support the work of the team.	CV,I,E
S14	Ability to deal with complaints in an effective manner.	CV
S15	To demonstrate experience and an ability to response to complex needs and children with disabilities. Ability to complete risk assessments and risk management plans to respond to individualised diversity needs.	CV,I,E
S16	Ability to effectively apply quality assurance processes and maintain the effectiveness of these.	CV,I,E
S17	Ability to analyse information accurately and make judgements under pressure.	CV,I,E
S18	To chair meetings effectively and ensure productive outcomes / activities.	CV,I,E
S19	Ability to oversee safeguarding and crisis situations in the home and respond in line with procedures and ensure best practice.	CV,I,E
S20	Able to provide clear leadership and direction and motivate others.	E
S21	Experience of managing a children home's budget in line with financial regulations and ensuring cost effective services.	CV,I
S22	Skills in managing change and applying a systematic approach to prioritisation of tasks and problem solving.	E
S23	Substantial experience of the use of quality assurance tools and processes.	CV,I,E
S24	Extensive experience of performance monitoring and management.	E
S25	Substantial and proven post-qualification experience and practice within an area of child and family	CV,I,E

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	services.	
S26	Proven experience of managing and developing the delivery of quality services to children and their families within an environment of competing priorities and finite resources.	CV,I,
<b>Personal attributes and circumstances</b>		
P1	You must adhere to the “Knowsley Better Together” staff qualities; Integrity, Accountability, Communication and Respect	E,I
P2	Demonstrate a commitment to improving services.	E,I
P3	Demonstrate a commitment to continuous learning and development.	E,I
P4	Demonstrate a commitment to working as part of a team in a flexible and responsible manner.	E,I
P5	Ability to facilitate training / ability to facilitate reflective group supervision sessions.	CV,I,E
P6	A demonstrable willingness to share information and work with other people.	E,I
<b>Communication</b>		
C1	A demonstrable willingness to share information and work with other people, including the ability to listen, communicate with and understand others, taking account of other people’s points of view.	CV,I,E
C2	Demonstrate an ability to communicate in an open and honest manner.	CV,I,E
C3	Be able to effectively communicate with other agencies and service users and be able to work in collaboration with each other, in both written and verbal communication.	E,I
<b>Qualifications</b>		
Q1	I CQSW / Dip SW / CSS/ Level 5 - To hold and maintain their own OFSTED registration as a Registered Manager	CV/SS / I / C
Q2	To hold a satisfactory Enhanced DBS.	C
Q3	Management training or qualification or the ability to undertake this level of study.	C

**CV/SS** = Curriculum Vitae/Supporting Statement **A** = Application Form **C** = Certificate **E** = Exercise **I** = Interview  
**P** = Presentation **AC** = Assessment Centre **T** = Test

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**Where the post involves working with children, in addition to a candidate's ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children, including:**

- **Motivation to work with children and young people.**
- **Ability to form and maintain appropriate relationships and personal boundaries with children and young people.**
- **Emotional resilience in working with challenging behaviours.**
- **Attitudes to use of authority and maintaining discipline**

We have a positive attitude to the employment of disabled people and guarantee an interview to those who meet **all** the necessary criteria of the person specification.

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