



Person specification			
Post title	Deputy Residential Manager for children's residential services	Grade	K
Service Area	Children's Social Care	Section/team	Knowsley Residential Children Home

***** 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 *****

Shortlisting Number	Criteria	Essential\Desirable	Method of assessment
Skills, knowledge, experience			
S1	Minimum of 3 years residential childcare experience	D	A
S2	Good written, verbal and I.T communication skills with the ability to keep records appropriate to a wide variety of settings and meetings	E	A I W
S3	Experience of assessing the individual needs of children and plan and record appropriately	E	A I W
S4	Experience of working with children and young people with challenging behaviour and knowledge of current risk issues and professional response	E	A I W
S5	Experience of establishing and maintaining links with parents/carers and other professionals	E	A I W
S6	The ability to examine and reflect on your own work and that of others to develop further skills	E	A I
S7	Ability to monitor expenditure and respond appropriately	D	A C
Personal attributes and circumstances			
P1	Integrity - ability to be open and honest, to maintain high standards of personal behaviour and display strong moral principles	D	A, I
P2	Accountability - willingness to take personal responsibility for your actions and	D	A, I

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	decisions, and to understand the consequences of your behaviour		
P3	A demonstrable willingness to share information and work with other people.	D	A, I
P4	Respect - a strong desire to treat people with care and dignity, observing the rights of other people, and helping and supporting others where you can	D	A, I
P5	Be aware of issues with regard to equal opportunities and anti-discriminatory practice and act accordingly	E	A, I
P6	Must be willing and able to work on a rostered basis including weekends, unsociable hours, sleep-in and bank holidays.	E	A, I
Communication			
C1	Demonstrate good communication and written skills	D	A I
Qualifications			
Q1	NVQ Level 3 in Child Care or above	E	A, C
Q2	Level 5 in Leadership and Management	D	A, C
Health and safety			
H1	Ability to ensure suitable and sufficient risk assessments are carried out taking into account employees' capabilities	D	A, I
H2	Ability to use equipment as instructed and trained Ability to inform Management of any health & safety issues which could place individuals in danger.	D	A

A = Application form **C** = Certificate **E** = Exercise **I** = Interview **P** = Presentation **AC** = Assessment Centre **T** = Test

Date	Approved by authorised manager	Designation
25.06.21	Ann Clarkson	HOS

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:

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- **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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