

### Person Specification - Deputy Manager

	Essential	Desirable
<b>Qualification</b>	1) NVQ 3 in care or other relevant qualification	1) NVQ 4 or above in care or other relevant qualification
<b>Experience &amp; Knowledge</b>	1) Experience of managing staff in a Care Home or similar environment  2) An understanding of the importance of confidentiality  3) High level of care knowledge  4) An understanding of person centered-care	1) Experience as a Home Manager or Deputy Manager  2) Experience of working with budgets
<b>General Aptitude</b>	1) Appropriate levels of skill in Maths & English  2) Strong communication skills  3) Strong organizational skills  4) Able to use standard MS office packages (Word/Outlook/Excel)	
<b>Specific Skills</b>		1) First Aid qualifications
<b>Personal Qualities</b>	1) Flexibility to alternate working pattern, provide cover and attend emergencies outside of normal working hours	

General		
<b>Greensleeves Care Values</b>	<p>Ability to demonstrate understanding and apply our workplace values. These are embedded in all roles and applicants must evidence their values.</p> <ol style="list-style-type: none"><li data-bbox="638 376 1420 488">1) <b>Respect</b> - You treat residents and colleagues with dignity and value their unique life experiences and personal contributions.</li><li data-bbox="638 526 1465 638">2) <b>Openness</b> - You act openly and honestly, building confidence in our intentions and behavior. We choose words and actions that are sincere, not misleading.</li><li data-bbox="638 676 1465 824">3) <b>Responsibility</b> - You are committed to meeting the needs of others and behave responsibility towards residents and colleagues, being careful of the choices we make.</li></ol>	