

### Person Specification - Home Manager

	Essential	Desirable
<b>Qualification</b>	1) RMA or equivalent	1) Other relevant care qualifications
<b>Experience &amp; Knowledge</b>	1) Substantial experience of managing a Care/Nursing Home 2) An understanding of the importance of confidentiality 3) High level of care knowledge 4) An understanding of person centered-care 5) Experience of working with budgets	1) Substantial experience as a Registered Manager 2) Experience of managing a dementia unit
<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) Ability to manage the care function within a care home 2) Ability to manage the	1) First Aid qualifications

	<p>ancillary functions within a care home</p> <p>3) Ability to liaise with outside bodies in order to further the interests of the home</p> <p>4) Ability to evaluate the level of service provided to residents</p>	
<b>Personal Qualities</b>	1) Flexibility to alternate working pattern, provide cover and attend emergencies outside of normal working hours	
<b>General</b>		
<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> <p>1) <b>Respect</b> - You treat residents and colleagues with dignity and value their unique life experiences and personal contributions.</p> <p>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.</p> <p>3) <b>Responsibility</b> - You are committed to meeting the needs of others and behave responsibly towards residents and colleagues, being careful of the choices we make.</p>	