greensleeves care

**Person Specification – Home Manager**

| | Essential | Desirable |
|---|---|---|
| **Qualification** | 1) Level 5 in Health and Social Care or equivalent e.g. RMA | 1) Other relevant care qualifications |
| **Experience & Knowledge** | 1) Experience as Registered Manager managing a Care Home for older people<br><br>2) An understanding of the importance of confidentiality<br><br>3) High level of care knowledge<br><br>4) An understanding of person centered-care<br><br>5) Experience of working with budgets and business plans. | 1) Experience managing change<br><br>2) Experience marketing and maintaining occupancy. |
| **General Aptitude** | 1) Appropriate levels of skill in Maths & English<br><br>2) Strong communication skills<br><br>3) Strong organizational skills<br><br>4) Able to use standard MS office packages (Word/Outlook/Excel) | |
| **Specific Skills** | 1) Ability to manage the care function within a care home<br><br>4) Ability to manage the ancillary functions within a care home<br><br>5) Ability to liaise with outside bodies in order to further the interests of the home<br><br>6) Ability to evaluate the level of service provided to residents | 1) First Aid qualifications |
| **Personal Qualities** | 1) Flexibility to alternate | |
| | working pattern, provide cover and attend emergencies outside of normal working hours | |

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| **General** | | A full, clean driving license |