

Person Specification – Deputy Manager (RGN)

	Essential	Desirable
Qualification	1) Nursing qualification and current PIN Number.	1) NVQ 4 or above in care or other relevant qualification
Experience & Knowledge	1) Experience of managing staff in a Nursing Home or similar environment 2) An understanding of the importance of confidentiality 3) High level of care knowledge 4) An understanding of person centred-care 5) Experience in leading the Gold Standards Framework (GSF) 6) Implementing clinical change systems, for example Nourish (care planning) and Camoscrope (eMar software)	Experience as a Home Manager or Deputy Manager Experience of working with budgets Experience working with people with a dementia.
General Aptitude	1) Appropriate levels of skill in Maths & English 2) Strong communication skills 3) Strong organisational skills 4) Able to use standard MS office packages (Word/Outlook/Excel)	

Specific Skills	1) Ability to supervise and monitor staff. 2) Ability to evaluate the level of service provided to residents.	1) First Aid qualifications 2) Ability to liaise with outside bodies in order to further interests of the home.
Personal Qualities	1) Flexibility to alternate working pattern. 2) Effective time management	

General	1) Cover and attend emergencies outside of normal working hours 2) Ability to support and manage change 3) A commitment to be flexible and to embrace change 4) Willingness and commitment to complete RQF Level 4 in care or the equivalent.	
Greensleeves Care Values	Ability to demonstrate understanding and apply our workplace values. These are embedded in all roles and applicants must evidence their values. 1) Respect – You treat residents and colleagues with dignity and value their unique life experiences and personal contributions. 2) Openness - You act openly and honestly, building confidence in our intentions and behaviour. We choose words and actions that are sincere, not misleading. 3) Responsibility - You are committed to meeting the needs of others and behave responsibility towards residents and colleagues, being careful of the choices we make.	