

**PERSON SPECIFICATION for  
HOUSE MANAGER (BLADON HOUSE SCHOOL)**

Category	Essential Criteria	Desirable Criteria
Qualifications	<ul style="list-style-type: none"> <li>NVQ Level 3 in relevant subject area</li> </ul>	<ul style="list-style-type: none"> <li>Additional qualifications relevant to the Caring profession or working with children and young adults</li> <li>Makaton Certificate</li> <li>BSL stage 1</li> <li>NVQ Level 3 or 4 in Management or equivalent</li> </ul>
Knowledge	<p>Good level of understanding of:</p> <ul style="list-style-type: none"> <li>National Care Standards</li> <li>Development Planning</li> <li>Formal Meetings</li> <li>Budgeting/Finance</li> <li>The organisation of shift patterns and rotas</li> <li>Risk Assessments</li> <li>Deployment of staff</li> <li>Confidentiality</li> </ul>	<ul style="list-style-type: none"> <li>Communication Disorders and Autism</li> <li>Child Development</li> <li>Recruitment &amp; Selection</li> <li>The Children Act</li> <li>Behaviour Management</li> <li>Safeguarding procedures</li> <li>Augmentative Communication systems</li> <li>TEACCH Approach</li> <li>PEC'S</li> <li>LDAF framework</li> </ul>
Skills	<ul style="list-style-type: none"> <li>Excellent -Interpersonal/ Communication Skills</li> <li>Good report writing skills</li> <li>Organisational Skills</li> <li>Good time management</li> <li>Management of staff</li> <li>Ability to work under pressure</li> <li>Ability to undertake staff supervisions and Performance reviews</li> <li>Good role model</li> </ul>	<ul style="list-style-type: none"> <li>Computer Skills</li> </ul>
Experience	<ul style="list-style-type: none"> <li>2 year's experience – of working with children and young people</li> </ul>	<ul style="list-style-type: none"> <li>Working within a Residential environment or similar setting</li> </ul>

	<ul style="list-style-type: none"> <li>• Experience of working with autism, mental health problems</li> <li>• At least 12 months experience in a first line management role</li> <li>• National Care Standards</li> <li>• Developing Team Work</li> <li>• Managing Staff</li> <li>• Experience of working with challenging behaviour</li> </ul>	<ul style="list-style-type: none"> <li>• Working with Children and Young Adults with challenging behaviour</li> <li>• Recruitment selection</li> <li>• Chairing Meetings</li> </ul>
Other Qualities	<ul style="list-style-type: none"> <li>• Dynamic</li> <li>• Honest</li> <li>• Tolerant</li> <li>• Reliable</li> <li>• Flexible</li> <li>• Motivated and ability to motivate others</li> <li>• Positive</li> <li>• Ability to be focused</li> </ul>	