

## RESIDENTIAL CHILDCARE OFFICER PERSON SPECIFICATION

<b>Person Specification</b> This describes the qualifications, experience, skills and knowledge which are essential to do the job to a fully competent level.		
Key Areas of Role	Specifications for this Job	Essential/ Desirable
<b>Professional Knowledge and Understanding</b>	<ul style="list-style-type: none"> <li>• Good standard of education</li> <li>• Qualified or working towards Diploma Level 3 Children and Young People Workforce</li> <li>• Record of relevant training and professional development</li> <li>• Knowledge of a range of Complex Needs and medical conditions</li> <li>• Knowledge of Care Standards Act and Residential Special School National Minimum Standards</li> <li>• Knowledge of safeguarding procedures and practice</li> </ul>	E D E D D E
<b>Skills and Attributes</b>	<ul style="list-style-type: none"> <li>• Proven communication skills at all levels</li> <li>• Monitoring, assessment and evaluation skills</li> <li>• Ability to act on own initiative</li> <li>• Self-management including prioritisation</li> <li>• Commitment to working in partnership with parents/carers and other relevant professionals</li> </ul>	E E E E E
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Minimum of 2 years' experience in a residential care, educational or health setting</li> <li>• Experience of OFSTED inspections and the regulatory regime</li> <li>• Experience of implementing National Minimum Standards</li> <li>• Experience of working with a range of complex Needs and medical conditions</li> <li>• A child centred and professional approach</li> </ul>	D D D D E
<b>Competences</b>	<ul style="list-style-type: none"> <li>• Ability to advocate for others</li> <li>• Ability to plan and prioritise workloads, maintaining judgements and sustaining performance when working under pressure</li> <li>• Ability to communicate clearly and appropriately at all levels both orally and in writing</li> <li>• Ability to develop and maintain effective relationships with parents/carers</li> <li>• Ability to produce concise and complex records and reports</li> </ul>	E E E E D

	<ul style="list-style-type: none"> <li>• Ability to develop and maintain effective relationships with professionals of external agencies to promote good practice in multi-agency working</li> <li>• Ability to make effective relationships and act as a positive role model</li> <li>• To demonstrate a high level of flexibility and initiative</li> <li>• Ability to plan and participate in recreational activities to broaden life experiences and chances</li> <li>• Able to work as a co-operative member of a team</li> <li>• Awareness of Health and Safety requirements</li> </ul>	D E E E E E
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