

## Person specification      Assistant manager - nights

	Requirement	Essential	Desirable
<b>Appearance</b>	Smart	✓	
<b>Communication</b>	Excellent verbal and written communication skills	✓	
	Excellent interpersonal skills to be able to work with a wide variety of internal and external contacts	✓	
	Experience of dealing with medication and medical professionals		✓
<b>Education</b>	Good level of educational attainment	✓	
	Passes in Maths and English		✓
<b>Qualifications</b>	Minimum NVQ Level 3 Health and Social Care	✓	
	Level 5 or above Health and Social Care		✓
<b>Experience</b>	Proven ability to prioritise, manage and complete a variety of tasks in periods of high pressure	✓	
	Ability to supervise/manage staff	✓	
	Able to manage confidential matters discretely	✓	
	Excellent knowledge of health and safety, moving and handling, deprivation of liberty, safeguarding, understanding of CQC standards.		✓
<b>Skills</b>	Intermediate to Advanced Microsoft Office skills (including Word, Excel, Outlook, Teams) and internet research	✓	
	Strong administrative and workload management skills.	✓	
	Excellent time management and organisational skills	✓	
	Good initiative, enthusiasm, problem-solving approach to new challenges		✓

	Proactive in ensuring own training up to date as well as that of colleagues in line management group		✓
<b>Abilities</b>	Able to work with minimal supervision	✓	
	Able to deal with routine work such as paperwork	✓	
	Literate and numerate	✓	
<b>Personal qualities</b>	Reliable, and outgoing	✓	
	Ability to work under pressure and to deadlines	✓	
	Experience of managing confidentiality	✓	
	Accuracy and attention to detail	✓	
	Self-motivated and uses own initiative	✓	
	Commitment to high standards of service to residents and colleagues	✓	
	Open and honest approach	✓	
	Flexible attitude. Willing to get involved in a wide range of duties.	✓	
	A commitment to safeguarding and promoting the welfare of colleagues and residents	✓	
<b>Family circumstances</b>	Able to work shifts including weekends	✓	

Thorngate Churcher Trust is an equal opportunities employer and welcomes applications from suitable qualified people from all sections of the community.