

DAY CARE CENTRE MANAGER PERSON SPECIFICATION

	<i>Essential</i>	<i>Desirable</i>
1. Skilled at delegating tasks	x	
2. Well organised	x	
3. Experience of working in a similar environment (day care centre, elderly care home). Management of staff in a social care setting.	x	
4. Previous involvement in the development of services, service standards and principles	x	
5. Effective communication skills both written and verbal	x	
6. Experience of using IT tools and databases	x	
7. Demonstrates awareness of the role with regards to the quality of care delivery and standard setting process.	x	
8. Has the ability to assess, plan, implement and evaluate service users' needs	x	
9. Can demonstrate an understanding, caring and a positive attitude to working with older people, including those with dementia	x	
10. Shares ideas with others to make improvements	x	
11. Keen to learn and improve own performance	x	
12. Committed to communicate with older people to understand their needs.	x	
13. Will go the extra mile to help fulfil older people needs	x	
14. Has a 'can-do' attitude to work	x	
15. Demonstrates flexibility and ability to work within a team	x	
16. Demonstrate use of initiative	x	
17. Able to adapt with change and work demands	x	
18. To clearly identify risk and act accordingly	x	

Disclosure Barring Service (DBS)

This post is subject to a satisfactory criminal records disclosure from the Disclosure and Barring Service (DBS).