

PERSON SPECIFICATION

TEAM LEADER - RESPITE

	Essential requirements
EDUCATION /QUALIFICATIONS	1. Willing to undertake mandatory and appropriate training 2. Ability to read and understand policy documents 3. Basic numeracy skills 4. Level 3 diploma in Health & Social Care or working towards 5. Computer literate, i.e. Google Workspace (Gmail & Google Docs), eLearning, recording platforms, Word & Excel
SKILLS / ABILITIES	6. Ability to ensure good standards of practice 7. Ability to create, update and maintain support plans on our recording platform, BW Care 8. Ability to update spreadsheets, including respite invoicing 9. Ability to create and manage rotas 10. Ability to work under pressure in stressful situations 11. Ability to recognise and report deficiencies in the service to management 12. Ability to supervise and lead a team 13. Ability to assist with all aspects of daily living 14. Ability to develop relationships within the local community with the people we support 15. Ability to form positive working relationships with staff, the people we support, families and professionals 16. A desire to develop new skills and learning
EXPERIENCE / UNDERSTANDING	17. Recognise the importance of health and safety 18. Importance of following policy and procedure 19. Importance of maintaining confidentiality 20. Carry out regular audits 21. Dispensing of medication, training other staff and reviewing staff's competency 22. An understanding of safeguarding

OTHER	23. Willingness to arrange visits and tea visits with customers and families 24. Attend meetings and reviews in person or virtually (Teams/Google Meet) 25. Flexible approach and able to work a variety of shifts including weekends and bank holidays 26. Ability to adapt to the changing needs of the people we support and the service 27. Motivation and an eagerness to develop the service
DESIRABLE	28. Although a full driving licence is not essential it is desirable.

September 2025