

Job Description: Registered Manager Children's Home

Responsible to: Responsible Individual (Head of Care and Welfare)

Period of Notice: Three calendar months

Job Purpose:

To take responsibility as Registered Manager to manage all aspects in the day-to-day running of the Children's Home. Promoting a caring and nurturing environment which provides young people with a very high standard of specialised personal care, meeting individual needs and ensuring everyone is treated with respect and dignity and rights to privacy, independence and choice are met. To supervise, monitor and evaluate the care delivered to young people, and ensuring that the Children's Home Quality Standards and Regulations are met.

KEY RESPONSIBILITIES:

1. To manage the day-to-day running of all aspects of the home including; meeting the standards/regulations, quality assurance/improvement, safeguarding, staffing, recruitment, training, supervision, assessment/admissions, placement planning, behaviour management, risk assessments, health and safety, the premises of the home and financial matters.
2. To keep up to date with all Quality Standards and Regulations, related legislation and inspection frameworks and implement as necessary. To lead in all inspections carried out by Ofsted and any external professionals as required.
3. To complete regular self-assessment reports, quality of care reviews and quality improvement plans to ensure that the quality of care is outstanding.
4. To act as designated safeguarding lead for the children's home, promoting and safeguarding the welfare of the young people, and to regularly stay updated in relation to any changes within safeguarding legislation and policy.
5. To be an active, encouraging and hands-on Manager, establishing and maintaining effective means of communication and good relationships with young people, relatives, employees in the home along with others externally such as professionals in the caring environment, outside suppliers, agencies.
6. To deal with all staffing requirements, responsible for the recruitment of suitable employees for the team working in the home including effective inductions, the training needs for all the team are identified and met. To carry out regular supervisions, assessments, lead team meetings, ensuring the Home is a friendly and supportive caring environment where people enjoy to work.
7. Responsible for organisation of staff including; arranging staff rotas, ensuring adequate numbers of staff are employed and all shifts are covered, managing staff holidays and sickness levels.
8. To work on a rota providing on call managerial support on evenings and weekends throughout the year.
9. Lead on the marketing, assessment, admission and transition of young people into and out of the home. Work with the marketing team to ensure the home is well known and we receive referrals. Undertake assessments of children and young people to determine suitability for the home. Create placement plans for young people ensuring successful admissions and ensure that care leavers are provided with well-planned transition plans and support.
10. Have and demonstrate an excellent understanding of the needs and complexities of our children and young people and support the staff team in meeting the individual needs of our young people as well as supporting in managing behaviour.
11. To ensure that the health needs of children and young people are met, to administer medication to young people as prescribed, accurately maintaining appropriate records for both. Responsible

for ordering, checking in and stock control of young people' prescribed medication and maintaining systems to ensure effective stock management of all products.

12. Ensure that the young people have access to high quality education, liaise and support education staff with the young person's daily educational needs as required.
13. Responsible for understanding and complying with statutory and legal requirements relevant throughout the home, including HACCP, COSHH, Health and Safety, all aspects of the Health & Social Care Act to maintain a safe environment throughout the home.
14. To monitor the effective running of the home ensuring all legislation and regulations concerning environmental health, infection control, building control, planning and health and safety are met and all risk assessments are regularly carried out (including fire checks) to meet the high standards expected in the Home.
15. To maintain all legal and statutory records, displayed records concerning the home; insurance certificates, registration documents. Also maintain records of complaints, Admissions Register and Statement of Purpose, financial, employees, training, maintenance, and legal advisers. Responsible for investigating any complaints, compile reports and take any appropriate action if required.
16. To be responsible for controlling and monitoring the budget and expenditure of the home, accurately recording all financial information.
17. To support young people with their personal financial arrangements, maintaining confidentiality of all information, and that any financial transaction is recorded and treated with the utmost honesty.

Other Duties

1. To be responsible for the health and safety of self and others.
2. Provide cover in other areas as required.
3. To make secure all buildings on leaving the site
4. To be responsible for promoting and safeguarding the welfare of children and young adults responsible for (or come into contact with) in accordance with Safeguarding Policy & Procedures.
5. To carry out any other appropriate duties requested by the Responsible Individual or any other members of the Academy's Senior Leadership Team.

The above list is indicative and not exhaustive. The Registered Manager is expected to carry out all such additional duties as are reasonably commensurate with the role.

I accept this job description as a definition of the key responsibilities and duties of the post of Registered Manager (Children's Care Home).

I appreciate that the above list is not indicative and exhaustive and that additional duties as reasonably commensurate with the role may be required of me.

Signed.....

Date.....

Print name.....

Person specification: Registered Manager – Children’s Home



Criteria	Essential	Desirable
KNOWLEDGE & QUALIFICATIONS		
NVQ level 3 in Care	✓	
Level 5 Diploma in Leadership and Management for Residential Childcare (if not held, the successful candidate must commit to achieve this within 2 years)	✓	
Current First aid at work qualification		✓
Level 3 qualification in British Sign Language (if not held, the successful candidate must commit to achieve this within three years)	✓	
Qualification in Safeguarding Children and Young People		✓
Knowledge of IT including use of e-mail, the internet and keeping electronic records	✓	
Recognised qualification or training in behaviour management		✓
EXPERIENCE		
Over three years of leadership and management experience	✓	
Experience of working with external professionals such as local authorities and social workers	✓	
Experience of managing staff including planning rota’s and arranging cover	✓	
Experience of working with Deaf children and young people who may also have additional needs including challenging behaviour		✓
Planning & co-ordinating activities in conjunction with others	✓	
Evidence of building a high performance team	✓	
Experience of care planning/development planning for people and an understanding of person centred planning	✓	
Evidence of successfully implementing independent living initiatives for children and young people	✓	
Experienced in the delivery of therapeutic care	✓	
An understanding of working with children and young people with challenging behaviour	✓	
SKILLS AND ABILITIES		
Ability to use own initiative and exercise sound judgement	✓	
Good communicator with excellent inter-personal skills	✓	
Ability to deal with sensitive and confidential information	✓	

Good organisational skills and attention to detail	✓	
Proven of experience of effectively managing student behaviour	✓	
Skills in negotiating and brokerage with Local Authorities and others		✓
Commitment to staff development	✓	
Knowledge of quality assurance systems within the work place/service standards	✓	
IT Literate with good knowledge of Microsoft Office, particularly Word, Excel, and Outlook	✓	
Excellent report writing and presentation skills	✓	
PERSONAL QUALITIES		
Desire to work with children and young people	✓	
Discretion, patience and sense of humour	✓	
Ability to form and maintain appropriate relationships and personal boundaries with children and young people	✓	
Ability to work within a total communication environment	✓	
Professional approach	✓	
Good presentation skills	✓	
An in-depth understanding of Deaf Culture		✓
Commitment to implement change to improve service standards	✓	