

Job Description

Post:	Children's Home Registered Manager
Salary:	SP36 – 40 £43,503 - £47,549 (depending on qualifications and experience)
Line Manager:	Children's Services Senior Manager
Job Purpose:	
<ul style="list-style-type: none"> The role of a Registered Manager is the person with overall responsibility for day to day management of the Children's Home and is accountable for the delivery of a high-quality service provision, incorporating care, welfare, safety and security of all children in their care in order for them to feel safe and at home. To support and manage a team of staff who will provide protection and support to the children with their physical, psychological, emotional & social development in order to promote child centred care and personal fulfilment To be responsible for and to oversee the implementation of standards as required by OFSTED 	
Key Responsibilities:	
Setting up the Children's Home	<ul style="list-style-type: none"> Complete the registration process with OFSTED including the completion of SC1 and the provision of documents required including references and checks that address your previous 5 years employment that will meet the criteria of <ol style="list-style-type: none"> Care Standards Act 2000 The Care Standards Act 2000 (Registration)(England) Regulations 2010 The Children's Homes (England) Regulations 2015 Work with the Head of Care and Senior Manager to complete the Statement of Purpose, children's guide and policies for the home that reflect the culture and ethos we aim to create to support children and staff. Ensure the children's home has appropriate facilities and that it is furnished to a living standard of a family-style that is a comfortable and safe environment, and that there are adequate places for an office and staff sleeping arrangements. Work with the Head of Care, Senior Manager and Human Resources to ensure that the recruitment of staff follows Safer recruitment guidance and that practice is suitable to work with children to create a safe and positive environment whilst making a commitment to keep children safe from harm.

<p>Regulatory</p>	<ul style="list-style-type: none"> • To ensure that the Children's Home provision meets with required inspection standards under OFSTED, and is delivered in accordance with the Children's Homes Regulations in addition to being compliant with any new policy and/or guidance which may come into force. • To manage and co-ordinate the operational needs for the home. • To be responsible for ensuring health and safety guidance, policies and procedures are followed by all staff at all times. • To be responsible for ensuring that each staff member completes all mandatory courses and to ensure that other relevant training is undertaken as pertinent to the needs of the home and to meet organisational and legislative requirements. • To ensure that policies and procedures are adhered to and that required records are kept such that a complete audit trail can be evidenced
<p>Children and Young People</p>	<ul style="list-style-type: none"> • To ensure positive outcomes are achieved through the delivery of high-quality support. • To be responsible for ensuring that all children and young people have a comprehensive and detailed Child Centred Plan that is regularly reviewed and updated as necessary. • To ensure that all children and young people are suitably included and consulted in anything and everything to do with their daily living. • To facilitate a safe, homely, welcoming environment for children and young people and to immediately address anything that may be detrimental to this. • To ensure that stringent safeguarding procedures are followed regarding children and possessions and money
<p>Staff Management</p>	<ul style="list-style-type: none"> • To lead a team providing personalised support to children and young people, in line with Catholic Cares Policies and Procedures. • To ensure that rotas are in place that meet the contracted support hours for each individual child. • To plan and facilitate regular staff meetings that are minuted, encourage staff participation, and follow through with required actions. • To plan and implement regular staff supervision, performance management and to provide coaching and mentoring. • To be involved in the recruitment and interviewing of new staff. • To ensure that robust communication systems are in place so that any new information relating to a child is passed on to relevant people – such as shift plans, handovers, etc. To be responsible for ensuring this is to be done strictly in accordance with confidentiality guidelines on information sharing and on a “need to know” basis.

<p>Charity Management</p>	<ul style="list-style-type: none"> • To manage finance and resources within the available budgetary information and be willing to manage devolved budgets as these are developed. • To work alongside the Senior Manager, Head of Care and Director to review, monitor and plan residential services, and to work on Improvement Plans and overall strategic direction • To work in close liaison with the other managers to ensure continuity, and to promote supportive teamwork.
<p>ADDITIONAL DUTIES</p>	<p>It is the nature of the work of Catholic Care that tasks and responsibilities are, in many circumstances, unpredictable and varied. Each staff member is, therefore, expected to work in a flexible way when the occasion arises, when tasks not specifically covered in their job description have to be undertaken. Such additional duties would normally be to cover unforeseen circumstances or changes in work and would normally be compatible with the regular type of work. If the additional responsibility or task becomes a regular or frequent part of the member of staff's job, it will be included in the job description in consultation with the member of staff.</p>

CONFIDENTIALTY

It is expected that all Catholic Care employees will understand that our work is confidential and they are likely to encounter personal information about employees and service users, and also corporate and financial information. It is a requirement that all Catholic Care employees and volunteers, in the course of their work, treat such personal data confidentially and comply with Catholic Care's Confidentiality Policy. A failure to comply with this may result in disciplinary action. This obligation will continue indefinitely, even after termination of employment. All approaches by the media and other third parties must be referred to the Director.

VALUES AND PRACTICE PRINCIPLES

The person who holds this position is expected to be familiar with and have regard to the Values of Catholic Care and work within that framework. He or she must be prepared to operate within the ethos of the Charity and ensure that people of all denominations and faiths have their spiritual needs respected.

QUALIFICATIONS AND EXPERIENCE

The person appointed to this position will satisfy the criteria identified in the Person Specification.

SAFEGUARDING

Catholic Care acknowledges the responsibility to safeguard and promote the welfare of children and adults at risk regardless of gender, ethnicity, disability, sexuality or beliefs. We are committed to ensuring safeguarding practice reflects statutory responsibility, government

guidance and complies with best practice. It is therefore the duty of all employees, trustees and volunteers to adhere to this policy commitment.

All posts will be offered subject to satisfactory references and DBS Enhanced Disclosure being obtained.