

### **Job Description**

**Job Title:** Assistant Manager (3 Bed Residential Home)

**Salary Scale:** £14.54 - £15.60 per hour, Night-time Support Allowance - £60.00

(£27,846 - £30,420) per annum which equates to £35,046 - £37,620 per annum when working a 1 on 2 off rolling shift pattern inclusive of sleep allowance)

**Hours:** 37.5 hours per week

**Overall Purpose:** To assist the Registered Manager in ensuring all responsibilities of Designated Restorative Social Care Services Residential Homes are met.

**Responsible to:** Registered Manager

**Reports To:** Registered Manager

1. Behave in a professional manner at all times with sensitivity, dignity and respect towards Y/P's, staff and other professionals.
2. In conjunction with the Registered Manager & QA Manager, ensure the highest standards of care and support is evidenced at all times through internal quality assurance processes, Regulation 44 / 45 audits, Ofsted inspections and Local Authority Compliance visits.
3. Assist Y/P's to realise their full potential in terms of working within the quality standards.
4. Implement individual and team learning and development plans in conjunction with professional and organisational requirements
5. In conjunction with Registered Manager ensure all policies and procedures are fully implemented.
6. Contribute to the monitoring, evaluation and review of policies and procedures as required.
7. Provide and / or ensure supervision and appraisals are conducted to organisational standards and requirements in conjunction with Registered Manager
8. Work with Registered Manager at appropriate intervals to monitor and address staff performance via the performance management process.
9. Assist in the management and be directly accountable for an allocated weekly budget

10. Assist in the implementation of all designated areas of the children's care plan in accordance with LAC or other reviews.
11. Assist the Registered Manager in chairing regular team meetings on rotational basis
12. Assist the RM in ensuring team performance and service reviews are held when required.
13. Ensure the health and safety of all Y/P's, staff and visitors to the home by conducting and responding to regular hazard and risk assessments including Regulation 45 reviews
14. Ensure Health & Safety at work is maintained in accordance with Health & Safety Legislation
15. Be responsible and accountable for prescribed and non-prescribed medication in accordance with requirements directed by GP / Health Practitioner
16. Conduct and / or ensure risk assessments are carried out in respect of any activity undertaken by the young person or staff in relation to their duties.
17. Ensure that all records are properly monitored and maintained in conjunction with organisational requirements, data protection, freedom of information, human rights legislation and regulation.
18. Ensure that confidentiality is maintained at all times in accordance with organisational policies in respect of young people and staff
19. Check and monitor all staff recording in relation to daily tasks, housekeeping and health and hygiene
20. Attend or designate attendance to appropriate staff members for the attendance at all relevant Y/P care planning, reviews and meetings.
21. Promote equality at all times in respect of all care standards, values, practice, behaviour and performance.
22. Partake in selection and recruitment process under direction of Human Resources.
23. Assist Human Resources in conducting staff disciplinary and grievance issues and address poor performance.
24. Ensure all administrative duties and tasks are completed according to legal and organisational requirements.

25. Take responsibility in partnership with the Registered Managers for own learning and developmental needs and ensure implementation of own Individual Development Plan.
26. Attend supervision / consultation sessions on an agreed basis with Registered Manager.
27. Ensure preparation for internal and external audit and inspection is completed within relevant time scales.
28. Utilise own transport (car driver) in order to transport/support young people to and from family contact, school, health appointments etc.
29. Attend Residential Management meetings and contribute to the strategic planning, review and development of the organisation
30. Provide out of hours cover on a rota basis to offer appropriate management support as necessary
31. Deputise for the Registered Manager in their absence and carry out all other duties as deemed necessary to ensure the highest standards of care at all times.

**Prepared by: Residential Operations Director**

**Reviewed on: August 2022**

Additional Duties and information – an important note

The work of Restorative Social Care Services is both varied and challenging, which results, at times, in some unpredictable circumstances. There is an integral need for all employees to be flexible in response to situations that arise outside of this job description.

Additional duties may therefore, at times, be required to cover unforeseen circumstances or changes in work, to allow the organisation to maintain staff activity and quality of service provision.

Should you not have your Level 4 or 5, or your Math & English qualification and you wish to complete your Level 4 or 5 through an apprenticeship scheme with us, to meet the criteria you may need to also complete your Math and English alongside your Level 4 or 5. Alternative methods of obtaining your Level 4 may be available but would be required to be funded by you.

Equality and Diversity

Restorative Social Care Services requires a commitment from all staff to recognise, support and celebrate equality and diversity for all. We have an inclusive approach and holistic way of working, with service users, and colleagues alike, to encourage every individual to be their authentic self.

DBS checks and references

This post is subject to a satisfactory enhanced DBS check. Restorative Social Care Services has and operates a culture of awareness policy; as such all staff are also subject to thorough reference checks.

**Person Specification**

**Assistant Manager**

	<b><u>Essential</u></b>	<b><u>Desirable</u></b>	<b><u>Where assessed</u></b>
<b>Attitude</b>	<ul style="list-style-type: none"> <li>• Genuine commitment to the welfare of Looked After children.</li> <li>• Committed to Anti-Oppressive practice and equality</li> <li>• Honesty, Tolerance, Trust-worthy, Patience, Flexibility.</li> <li>• Interest in the development of other workers</li> </ul>		Application Form Interview
<b>Qualifications/ Education</b>	<ul style="list-style-type: none"> <li>• NVQ level 3 in Caring for Children and Young People or equivalent.</li> <li>• NVQ 4 in Management</li> </ul>	<ul style="list-style-type: none"> <li>• Dip SW, NVQ Assessors Award A1 / (D32/D33)</li> <li>• Health &amp; Safety Training</li> <li>• First Aid Training</li> <li>• QCF Management Level 5</li> <li>• Math</li> <li>• English</li> </ul>	Application Form Interview
Knowledge	<ul style="list-style-type: none"> <li>• Knowledge and understanding of the Children Act 1989/2004 and Every Child Matters &amp; 5 outcomes.</li> <li>• Knowledge of Working Together 2012</li> <li>• The Children's Homes Regulations including Quality Standards 2015</li> <li>• Care Standards Act 2000</li> </ul>	<ul style="list-style-type: none"> <li>• Ongoing knowledge of legislation</li> </ul>	Application Form Interview

	<ul style="list-style-type: none"> <li>• A sound knowledge and understanding of areas relating to Safeguarding &amp; Child Sexual Exploitation</li> <li>• Human Rights Act 2000</li> <li>• Equality Act 2010</li> <li>• Data Protection Act 1998</li> <li>• Health &amp; Safety at Work Act 1974</li> <li>• Knowledge of child development &amp; attachment</li> <li>• Good range of knowledge of issues relating to young people with complex needs including mental health</li> <li>• Knowledge of Regulatory procedures</li> </ul>		
<b>Work Experience</b>	<ul style="list-style-type: none"> <li>• Four years residential care experience</li> <li>• Experience of working with staff in a supervisory capacity</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working in other settings.</li> <li>• Experience in chairing professionals meetings.</li> </ul>	<p>Application Form Interview Written exercise</p>
<b>Skills and abilities</b>	<ul style="list-style-type: none"> <li>• Flexibility to respond to the needs of the unit and young people.</li> <li>• Excellent written and communication skills</li> <li>• Ability to motivate, supervise, appraise staff and ensure that training and development needs are met</li> <li>• Excellent interpersonal skills</li> <li>• Ability to complete risk assessments &amp; Placement Plans in residential and community settings</li> <li>• Excellent report writing and organisational skills</li> <li>• Multi-disciplinary approach to meeting clinical, physical and emotional needs.</li> </ul>		<p>Application Form Interview</p>

	<ul style="list-style-type: none"> <li>• Car driver (with own transport)</li> </ul>		
<b>Professional Development</b>	<ul style="list-style-type: none"> <li>• Committed to professional development &amp; learning opportunities</li> <li>• Committed to the professional development &amp; learning of others</li> </ul>		Application Form Interview