



JOB TITLE:	Registered Manager
REPORTS TO	Raz Chambers (RI)
RESPONSIBLE FOR	Management of Children's Care Home
HOURS OF WORK:	Full Time
PAY:	Dependent on qualifications and Experience

SAFEGUARDING STATEMENT
<p>Claybridge Care is committed to the safeguarding of children and young people. Everything we do is intended to promote the safety and well-being of the children and young people we work with.</p> <p>All employees are responsible for cultivating an environment of transparency and awareness where mistakes can be shared, and learnings derived.</p> <p>All employees take responsibility for questioning and where necessary challenging accepted patterns of relationships and behaviour within our home(s).</p>

JOB DESCRIPTION
KEY PURPOSE
<p>The Registered Manager is accountable for delivering high quality care to the children and young people within the home. They are responsible for delivery of all care services, as well as the strategic planning for developments within the home along with all day-to-day management matters. They need to show strong leadership with regards to delivering the best possible outcomes for children and young people and be continually alert to opportunities to improve the practice standards further. They need to lead and motivate the entire team, ensuring they are qualified, capable and equipped to deliver the standard of care required.</p> <p>As this is a vital role in the lives of children and young people, it requires an active and long-term commitment. The Senior Management work closely with each Registered Manager, assisting them to provide high quality care.</p> <p>The Registered Manager is wholly responsible for ensuring an appropriate staff presence to meet the childcare needs of the children and young people in the home.</p>



PRINCIPAL DUTIES AND RESPONSIBILITIES

1. To ensure the children and young peoples, safety and wellbeing is kept paramount at all times.
2. To ensure that children and young people receive a high standard of physical and emotional care which enriches their lives.
3. To ensure that care is provided within an environment, which positively integrates race, gender, disability and sexual orientation and meets individual needs.
4. Each child and young person must have a written individual placement plan which is implemented and revised as necessary.
5. Children and young people are involved as fully as possible in decisions affecting them and the running of the home.
6. To ensure that health and safety at work and relevant workplace legislation is implemented and adhered to.
7. To be knowledgeable of and work within the framework of the relevant legislative requirements and ensure all care staff involved with the young person are fully aware of relevant legal requirements.
8. To be responsible for the management of the home's budgets within agreed limits and for the maintenance, monitoring and oversight of all financial records within the home.
9. To ensure that senior management are informed on important matters relating to the running of the home and the children and young people cared for.
10. To set, monitor and evaluate standards within the home to meet company requirements and to meet the highest standards to obtain and maintain an Outstanding Ofsted rating.
11. To keep under review the developmental needs of staff, to keep informed of current issues and be alert to the organisations training programme and policies.
12. To take reasonable care for your health and safety and that of other persons who may be affected by the performance of your duties. To comply with the Company Health & Safety Policy and be aware of/work within the requirements of relevant statutory legislation - Health & Safety at Work Act 1974, Management of Health and Safety at Work Regulations 1992. To prepare and implement appropriate risk assessments and abide by the recommended controls.
13. To generate a professional, yet open and supportive atmosphere within the home, with children and young people and care staff, in order to enable the growth and development of both young people and care staff.
14. To assess the developmental needs of the young person, while relating to them in an understanding and meaningful way, and to monitor and improve the home's care plan and practices for the young person. To provide direction to care staff on how best to achieve this.
15. To ensure the young person and care staff are aware of all the procedures relating to complaints, allegations and safeguarding concerns, and how to activate them.



16. To create and develop links between the community and home, while providing the young person with a variety of stimulating activities and enabling the young person to participate in the activities of the local community.
17. To arrange and cover staff absences/sickness/holiday when necessary.
18. To hold one to one supervision with each staff member, for 90 minutes monthly.
19. To carry out and ensure that staff performance appraisals are conducted annually and ongoing throughout the year.
20. To attend one to one supervision for 90 minutes monthly.
21. To ensure the physical standards of the home provide a safe and high quality environment for the young people, staff and visitors.
22. To liaise with the young person's placing authority, social worker and other agencies involved with the child or young person.
23. To adhere to the Company Equal Opportunities Policy.
24. To use, utilise and maintain company adopted systems for monitoring and storing information and always in line with data protection & GDPR.
25. To undertake any other such duties as required by the Director, commensurate with the post.

OTHER:

The Registered Manager will need to be approved by the appropriate statutory body. This will require full OFSTED registration in accordance with their respective conditions and timescales.

Requirements of the post may occasionally include working a care shift in the home, including sleep-ins, however this is not a regular requirement and will only be called upon when necessary.

Enhanced DBS required – expense met by company. The post is subject to a 6-month probationary period.

ESSENTIAL REQUIREMENTS AS PER THE CHILDREN HOME REGULATIONS 2015

1. Fitness of manager

28.—(1) A person may only manage a children's home if—

(a) the person is of integrity and good character.



(b) having regard to the size of the home, its statement of purpose, and the number and needs (including any needs arising from any disability) of the children—

(i) the person has the appropriate experience, qualification and skills to manage the home effectively and lead the care of children; and

(ii) the person is physically and mentally fit to manage the home; and

(c) full and satisfactory information is available in relation to the person in respect of each of the matters in Schedule 2.

(2) For the purposes of paragraph (1)(b)(i), a person has the appropriate experience and qualification if the person has—

(a) within the last 5 years, worked for at least 2 years in a position relevant to the residential care of children.

(b) worked for at least one year in a role requiring the supervision and management of staff working in a care role; and

(c) by the relevant date, attained—

2. (i) the Level 5 Diploma in Leadership and Management for Residential Childcare (England) (“the Level 5 Diploma”); or
3. (ii) a qualification which the registered provider considers to be equivalent to the Level 5 Diploma.

Must hold a Driving Licence and own car for use at work.