

Job Description

Job Title	Registered Children's Home Manager		
Reporting to (job title)	Responsible Individual		
Service/Section/School	Devon Children's Homes		
Effective date	July 2025		
Evaluated Grade	T	Job Number	G.2125-1

Job Purpose:

The ethos of the services is to provide a home for children with complex needs in line with individual needs and care plans. To work with the children to enhance and promote the life experiences and independence skills of the young people.

This work will take place in a Childrens Home based in Devon and will include supporting the young person in accessing local facilities. We will be open 52 weeks a year and provide a service in a flexible way based on the needs of the individual young people.

The Registered Manager will have responsibility for the running of the children's home in areas such staff recruitment and retention, Ofsted compliance, delivery of care plans and risk assessments, medication management and the development of the service. Included in this role will be management and administration functions to ensure the smooth day-to-day running of the home.

The Registered Manager is also responsible for the Health and Safety of the overall site of the Home and will have regular contact with Estates about the building, gardens and equipment.

Main duties and responsibilities:

To involve children and families in the day to day running of the service, providing children with the opportunity to express their views in an age appropriate way, to have their opinions taken into account and to be able to influence the shaping of services.

To ensure that Safeguarding policies are adhered to.

To be responsible for the Home's budget; staffing; compliance with Ofsted registration criteria; and all relevant Devon County Council (DCC) and Home specific policies and procedures. The job-holder will require a range of management and leadership skills including:

- Managing staff teams
- Supervision and personal development programmes
- Delivery and review of Care Plans and risk assessments
- Medication management
- Budget management
- Contribute to the development of the service.
- Ongoing professional development
- Compliance with Ofsted registration and Children's Homes Regulations 2015
- To contribute to the wider strategic development of services for children with complex needs.
- To ensure competitiveness with other service providers in terms of quality and cost.
- To cover evening and weekend shifts as required and contribute to an on-call rota as required.
- Communication with the Head of Service, Responsible Individual, the other Homes

Managers and managers from across DCC Children's Services.

- Communication with Estates managers, Schools, HR and Finance managers
- The post holder will have overall responsibility for the supervision and deployment of staff within the agreed Policies and Procedures of DCC. The post holder must have experience, knowledge and skills in the following areas:
 - Young People with additional needs such as Epilepsy; Autism; Asperger's Syndrome & Associated Disorders; Emotional & Challenging Behaviour; Physical and Sensory Disability / Impairment, trauma, neuro diversity and PDA etc.
- The arrangement of support to children, young people and families.
- Work collaboratively with other family support services to ensure continuity of care for children and families.
- To manage and develop the service workforce in accordance with HR policies and procedures.

Health & Safety:

The post holder is required to conform to all DCC Health & Safety policies. DCC is a no smoking employer, which includes all estates used by them. This applies to all posts.

The post holder must undertake reasonable care for his/her own health, safety & wellbeing and that of other people who may be affected by their actions and omissions.

The above outlines the duties relating to this post including the level of responsibilities involved. It is not a comprehensive or exclusive list and may vary from time to time but will not change the general character of the job description.

Person specification:

Attribute	Essential	Desirable	Method of Assessment
Management	• Experience in a management position within a children's residential setting • Effective supervision skills • Effective implementation of corporate policies and procedures.		Application form or interview
Experience	• Experience of managing a delegated budget • Experience in managing a staff group • Knowledge of children with additional needs including physical and learning disability • Knowledge of Children's Home Registration standards • Knowledge of children's safeguarding policies and procedures • Knowledge of information sharing and governance policies and procedures • Knowledge of medication management	Knowledge of carers issues, including legal framework	Application form or interview
Practical Skills	• Ability to deal with challenging situations and be able to make decisions independently • Skills in assessing complex situations • The ability to travel in line with the needs of the service • Organise and allocate sessions to families • Manage team rotas, workload and staff meetings • Oversee and take responsibility for all care plans, risk assessments and all other documentation regarding the young people and the staff. • Oversee and take responsibility for all the personal care, medical needs and emotional needs of the young people	• Understand the impact on families and issues affecting children and young people with complex needs • Training in physical intervention e.g., trauma led practice	Application form or interview
Communication	• Communicate highly sensitive information • Communication with children with more complex additional needs, young people, parents and members of the community and the staff. • Develop effective relationships with keyworkers who refer to the service, their		Application form or interview

	managers and service users and the staff team at the units.		
Personal Qualities	• Able to maintain the strictest confidentiality and respect for clients' dignity and privacy • Ability to develop an effective team • Resilient • Innovator • Problem solving • Management and Leadership skills		Application form or interview or reference
Strategic Thinking	The ability to think creatively to improve the service delivered	Experience of project management and service improvement	Application form or interview or reference
Technology / IT Skills	Good IT skills	Knowledge of IT systems such as data bases	Application form/ interview
Education and Training	Diploma Level 5 qualification which meets Ofsted standards (or in progress) e.g. Leadership & Management in Social Care	• Relevant professional qualification in Health or Social Care • D1 Bus Driver or willingness to achieve.	Application form/ interview/ certification
Equal Opportunities	Devon County Council and its staff seek to eliminate discrimination, advance equality and foster good relations.		Demonstrate knowledge at Interview
Physical	Able to carry out the duties of the post with reasonable adjustments where necessary		OH1
Other relevant factors	Ability to travel – own vehicle and business insurance Commit and conform to DCC Customer Service Standards A DBS and right to work check will apply to this role		Application/ certification

