



**Post Title: Deputy Manager**  
**Reports to: Registered Manager**

**Main Purpose of Job**

To assist the Manager in the effective and efficient management of the home. To work within, and ensure effective delivery of the Main Responsibilities and Duties identified within the role of Deputy Manager.

**Main Duties and Responsibilities:**

- Responsibility for the management and supervision of team leaders.
- To ensure that team leaders have the skills, knowledge and ability to manage residential care workers effectively.
- Responsibility for organising staff rotas as advised by the Registered Manager.
- Ensuring that staff understand and are fully aware of the daily routines of the home.
- Work within the policies and procedures established in the home and those of CSfC.
- Ensure that all staff are aware of their roles and responsibilities in relation to Children's Regulations.
- Ensure that all staff are made aware of the variety of intervention strategies to work with children and young people in our care.
- Ensure that children's reviews and meetings are delivered within the required time scales.
- Ensure both local authority and internal care and placement plans are in place and that staff fully understand their role.
- Chair, or participate in meetings and reviews, as and when required.
- Ensure that the standards expected in the delivery of care are upheld and the standing of the Company is maintained.
- Ensure the home has sufficient and varied information regarding access to other support agencies and children's rights services.
- Take the lead in ensuring an open culture is created, one in which children can complain and that they are listened to.
- Ensure that all staff work within a non discriminatory environment.
- Assist the manager in the administration of financial related issues.
- Work within the code of confidentiality and ensure that records in the home are stored in a manner which is compliant with regulations.
- Undertake and participate in any training programmes which are relevant to the employment of staff working in children services, paying particular regard to residential

care. For Deputy Manager this includes the completion of NVQ Level 4 and the Leadership and Management NVQ, both of which include signing the CSfC training agreement.

- Deputise in the absence of the manager and cover for team leaders where necessary.
- Ensure staff fully understand the role of a key worker and make sure systems are in place for the delivery of this practice.
- Promote and actively encourage the professional development of staff.
- Ensure that all administrative requirements of the home are maintained in such a way that they are compliant with good childcare practice, homes procedures, Company policies and Children's Regulations.
- Ensure staff are aware of and deliver the support required to ensure the life chance opportunities of the young people for their social, educational, leisure, emotional, physical, and cultural needs are met.
- Produce, co-ordinate and edit reports.
- Where required act as a nominated officer for a variety of certification purposes, e.g. Fire, First Aid, Health and Safety, Training
- Undertake supervision of identified members of staff, work within the Company policies and procedures in relation to supervision, and personal development plans (PDP).
- Safeguard and promote the welfare of children and young people.
- Promote and actively encourage the delivery of a safe, structured and nurturing environment.
- Where required be involved in the staff recruitment process.
- You must co-operate with the Company in complying with the Health and Safety requirements and are therefore expected to follow Company policies, to acquaint yourself with the Fire, Health and Safety Procedures at your place of work and carry out relevant risk assessments of unsafe practices and conditions that present a safety risk.
- The post holder may be reasonably expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time. It is the responsibility of the post holder to comply with Health and Safety and Equal Opportunities requirements at all times.

**Other Requirements:**

- Shift work which includes evening and weekend working plus on-call duties and sleep ins.
- Provide cover to other Calcot Services for Children homes when required.
- On occasion you may be required to use you own vehicle. For which, business insurance and mileage will be paid by CSfC.

**It should be noted that the above list of principal duties is not necessarily a complete statement of the final duties of the post. It is intended to give an overall view of the position and should be taken as guidance only**