



**Post Title: Registered Manager**  
**Reports to: Children's Services Manager**

### **Main Purpose of Job**

To effectively and efficiently manage the home. To work within and ensure effective delivery of the main responsibilities and identified within the role of a manager.

### **Main Responsibilities**

- Take overall responsibility for all staff, delegating effectively and appropriately.
- Manage and monitor labour costs, staffing structures and rota's, ensuring they meet requirements of the children's needs and are in line with allocated labour budgets.
- Ensure all staff are aware of their responsibilities in relation to adherence of policies, both in the home, the organisation and those set out in Children's Legislation and Regulations.
- Ensure all staff adhere to and work within the policies and procedures established in the organization and the home.
- Develop and make known to staff a variety of intervention strategies regarding behaviour management. In order that children can develop coping mechanisms and changes in patterns of behaviour.
- Take a lead in ensuring meetings and reviews of children and staff are delivered within required time scales.
- Ensure effective delivery of individual care planning requirements for children.
- Ensure that the high standards expected in the delivery of care are upheld, and that the standing of the Company is maintained.
- Ensure the home has sufficient and varied information which is accessible to all regarding access to support agencies that will promote the health and well being of children in placement.
- Take the lead in ensuring an open culture is created, one in which children feel that they can complain and that they are listened to.
- Ensure that the home functions in such a manner that staff and children understand, recognise and celebrate the diversity of cultures and beliefs within the local and wider community.
- Complete the administration of financial, payroll and staffing related matters in the home within the prescribed time scales.
- Manage all employee relations within the home, in line with current employment legislation and CSfC's policies and procedures.
- Work within the code of confidentiality and ensure that records in the home are stored and held in a manner which is compliant with regulations.
- Undertake and participate in any required training programmes which are relevant to the employment of staff working in children services, paying particular regard to residential care and the management role. This includes the completion of NVQ Level 4 and the Leadership and Management NVQ, both of which include the signing of the company's training agreement.

- Provide staff with sufficient information that ensures they understand the role of a key worker and devise monitoring systems, which will ensure this is delivered to a high standard.
- 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 children are met in relation to their social, educational, leisure, emotional, physical and cultural needs.
- To have systems and processes in place which all staff understand, and are compliant with Safeguarding and Child Protection under Children's Regulations.
- At all times promote and ensure anti discriminatory practice.
- Produce, co-ordinate and edit reports to ensure they are delivered to a high standard.
- Design systems and processes for the delivery of supervision, and Personal Development Plans (PDP) to all members of staff, working within the organisations policies and procedures.
- Directly deliver supervision to identified members of staff, in relation to Supervision and Personal Development Plans (PDP).
- Work as part of a multi-disciplinary team.
- Promote and actively encourage the delivery of a safe, structured and nurturing environment.
- Safeguard and protect the health and well being of children.
- Work in partnership with families, local authorities and external agencies.
- 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.

**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**