



Job Title: Registered Manager

JOB DESCRIPTION	
Job Designation:	Registered Manager
Salary:	26 000 – 29 000
Reports to:	Director of Care
Main Purpose of Job	To effectively and efficiently manage the home. To work within and ensure effective delivery of the main responsibilities and key result areas identified within the role of a manager.

Main Duties and Responsibilities:

- Take overall responsibility for all staff, delegating effectively and appropriately.
- Manage and monitor budget costs, staffing structures and rota's, ensuring they meet requirements of the children's needs and are in line with allocated budgets.
- Ensure all staff are aware of their responsibilities in relation to adherence of policies, both in the project, 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 organisation 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 project 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, 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.
- Work in collaboration with Human Resources to manage all employee relations within the home, in line with current employment legislation and the Beaufort Projects Ltd policies and procedures.
- Work within the code of confidentiality and ensure that records in the project 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.
- 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 project 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

- Some shift work which includes evening and weekend working plus on-call duties.
- Provide cover to other Beaufort Projects homes when required.

General Statement

The above duties and responsibilities do not include or define all tasks that may be required by the postholder. The duties and responsibilities may vary without changing the general character of the duties or the level of responsibility entailed.

Equal Opportunities

The Beaufort Projects Ltd supports Equal Opportunities in Employment and opposes all forms of unlawful discrimination on grounds such as colour, race, nationality, ethnic or national origin, sex, marital status, disability, sexual orientation, religion or belief and age. You are expected to comply at all times to the Companies EO Policy and Guide to Equality document.

The above job description forms part of your Main .Terms and Conditions of Employment. The Company reserves the right to vary duties and responsibilities at anytime.

PERSON SPECIFICATION

Post Title: Registered Manager

Essential Skills

- High standard of recording and reporting
- Effective informal and formal supervision of staff
- Leadership ability to motivate and develop staff individually and as a team
- Ability to develop and deliver intervention strategies for young people
- Excellent inter personal skills
- Ability to work across cultures
- Working in partnership with other agencies
- Ability to participate and function professionally in meetings
- Working in partnership with families
- Working on own initiative
- Oral and written communication skills.

Essential Knowledge

- Children's regulations and guidance material
- Needs of young people known to statutory agencies, particularly the needs of children and young people in public care
- Knowledge and understanding of the principles of team work
- Variety of intervention strategies to work with young people
- Non discriminatory practice
- Group work
- Child development
- Principles of management
- Minimum of 4 years working with young people in a residential setting
- Minimum of 2 years management or senior experience within a residential setting
- Writing, editing, proof reading reports
- Working as part of a team
- Organising and participating in statutory reviews.

Qualifications

- Social Work Qualification (D)
- NVQ 4 (E)
- NVQ 4 Management (D)