



## **Job Designation Deputy Manager**

**Salary-TBC**

**Reports to Home 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 Key Result areas identified within the role of Deputy Manager.

### **Main Duties and Responsibilities:**

- Responsibility for the management and supervision of Shift Leaders.
- To ensure that Residential Child Care Officers have the skills, knowledge and ability to manage residential support 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 Building Bridges Care Homes Ltd.
- 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, and completed relevant training to keep themselves, others and children safe at all times
- 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.
- Deputise in the absence of the manager and cover for team when 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). Complete all inductions with new staff in post.
- 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 be 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.



## PERSON SPECIFICATION

Job Designation **Deputy Manager**

Salary £26,000

Reports To: **Home Manager**

### ESSENTIAL DESIRABLE VERIFIED BY;

#### QUALIFICATIONS

- Educated to GCSE. (Can be evidenced in other professional training). **E Application Form/Certificate.**
- *NVQ 3 (in Childcare) or CSS, CQSW, Dip SW.* **E Application Form/Certificate**
- NVQ 4/ Diploma Level 5 in Management (CMS /DMS) or working towards these. **D Application Form/Certificate**
- Professional Care Qualification (DipSW, CMS, CQSE,
- Registered Manager's Award). **D Application Form/Certificate**

#### SKILLS & EXPERIENCE

- High standard of reporting and recording. **E Application Form/Interview.**
- Evidence of undertaking a supervisory role in relation to staff within a residential environment. **E Application Form/Interview**
- Informal and formal supervision of staff. **E Application Form/Interview**
- Leadership and motivational skills. **E Application Form/Interview**
- Good interpersonal skills. **E Application Form/Interview**
- Work on own initiative. **E Application Form/Interview**
- Good communication skills. **E Application Form/Interview**

#### KNOWLEDGE

- Wide knowledge of the behaviours displayed by children and young people and understanding of intervention strategies. **E Application Form/Interview.**
- Working knowledge of Children's Regulations including National Minimum Standards, Children's Act 1987, Children Leaving Care Act 2000. **E Application Form/Interview**
- An understanding of the process of child development. **E Application Form/Interview**
- Knowledge and understanding of the principles of team work.- **E Application Form/Interview**
- Understanding the principles and practical application of safeguarding and child protection.
- **E Application Form/Interview**

#### ABILITY

- To apply systems and processes within residential homes that are compliant with the National Minimum Standards and Children's Regulations. **E Application Form/Interview**
- To develop and maintain effective team working practices across the staff group. **E Application Form/Interview**
- To convey to staff the knowledge and skill required in applying a variety of intervention strategies. **E Application Form/Interview**
- To communicate with outside agencies, children and their families-**E Application Form/Interview.**
- Promote the health, safety and wellbeing of children, young people and staff. **E Application Form/Interview**

#### **OTHER REQUIREMENTS**

- Full driving licence. **D Application Form**
- Be flexible when needed to provide cover to other homes and complete sleep in duties as and when required, and cover on call out of hour duties.- **E Interview**
- Demonstrate commitment to continuous improvement. **E Application Form/Interview**