



Job Description

DEPUTY MANAGER

Reports to: Registered Manager

Salary Scale:

£10.40 - £11 per hour, £35 for sleep in

Hours of Work:

40 hours a week,

Sleep ins as per published rotas

7 days on Call per month



Supervisory Responsibilities: Staff member and overseeing Children's welfare and well-being

THE POST

Main Purpose of the Role;

- 1) To assist the Manager in the effective and efficient management of the home.
- 2) To work within and ensure effective delivery of the Main Responsibilities and Duties identified within the role of Deputy Manager.
- 3) Please note that this position involves shift work based on a rota system, including weekends and sleep-ins as well as on-call duties.
- 4) Supporting the Registered Manager in the day to day running and management of the home and staff team.
- 5) Ensuring that staff understand and are fully aware of the daily routines of the home.
- 6) Ensure that all staff are aware of their roles and responsibilities in relation to Children's Regulations.
- 7) Ensure that all staff are made aware of the variety of intervention strategies to work with children and young people in our care.
- 8) Ensure that the standards expected in the delivery of care are upheld and the standing of the Company is maintained.
- 9) Working alongside the Registered Manager, to ensure smooth running of the home and ensure it adheres to current legislation.
- 10) Creating, reviewing and maintaining care and behaviour management plans.
- 11) Participating in health and safety and risk assessments, ensuring all are kept up to date.
- 12) Ensuring all staff members contribute to the best of their ability to the efficient running of the home and maintain effective communications with the Registered Manager.
- 13) To contribute to all aspects of the physical and emotional care of the children, to promote their welfare whilst working in partnership with their family and other professionals.
- 14) To take total responsibility for the home in the absence of the Manager.
- 15) To provide experience and expertise in working with children and families referred to the home and to assist the home manager in the management and development of a staff team.
- 13) Ensure that children's reviews and meeting are delivered within the required time scales.
Chair, or participate in meetings and reviews, as and when required.
- 14) Take the lead in ensuring an open culture is created, one in which children can complain and that they are listened to.
- 15) Work within the code of confidentiality and ensure that records in the home are stored in a manner which is compliant with regulations and observe data protection and associated guidelines where appropriate.



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- 16) Undertake and participate in any training programmes which are relevant to their employment.
- 17) Deputise in the absence of the manager and cover for team leaders where necessary.
- 18) Where required, act as a nominated office for a variety of certification purposes, e.g. Fire, First Aid, Health and Safety and Training.
- 19) 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.
- 20) On occasion you may be required to use your own vehicle. For which, business insurance will be required. Mileage will be paid for use of own vehicle.

Specific Accountabilities

- 1) Develop and sustain effective working relationships between workers and the local community, colleagues and other agencies to promote collaborative work and partnerships.
- 2) Assist the Registered Manager in the development of the team and individuals to enhance their performance by assisting with the provision of supervision, support, NVA assessment, training and appraisal where required.
- 3) Contribute to the effective and efficient use of the physical and financial resources.
- 4) Contribute to the effective management of information which promotes communication between people, the organisation and others and which assists with making informed decisions. To receive, transmit, store and retrieve information in line with good practice and organisational policy and procedure.
- 5) Contribute to improvements at work, including the planning, co-ordination and implementation of specific projects and the development of policies, procedures and implementation of quality assurance systems.
- 6) Establish, sustain, engage and be able to disengage from relationships with service users and their families.
- 7) Contribute to the effective physical, social and emotional environment for group care which provides a safe, nurturing and stimulation environment in which children and their families can be offered the support, care and guidance they need.
- 8) To adhere to existing working practices, methods, procedures, undertake relevant training and development activities and to respond positively to new and alternative systems.



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Key Accountabilities

- 1) To be accountable for and promote equal opportunities, diversity and community cohesion to meet the home's objectives. All employees have a responsibility not only for their own behaviour, but also for others regarding equality of opportunity. Any incident must be reported.
- 2) To develop your own skills and expertise in a professional manner.
- 3) In addition to all the responsibilities listed above, all employees must be flexible in their approach and undertake other duties that are commensurate with post holder's level, wherever they may be, to achieve the objectives of the home.
- 4) To represent the home in a professional manner, meeting the homes aims.
- 5) Where required, to assist with the recruitment and performance management of designated staff and individuals in accordance with the homes aims and management style.
- 6) To actively promote a commitment to safeguarding and promoting the welfare of children, young people at a level appropriate to this role and setting.
- 7) Employees must comply with health and safety legislation and will be required to comply with the home's Health and Safety Policies. All employees must ensure that they take reasonable care of their own health and safety as well as the health and safety of any person that is affected by their actions.
- 8) To be responsible for adhering to legislative requirements and the home's Policies and Procedures.

The post holder may be reasonable expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.