

Clovelly House Person Specification and Job Description – Home Manager

Job Description

General	Responsibilities	Desirable	Compulsory	Comments
1. To take overall responsibility for the management of the home	<p>To demonstrate a detailed professional knowledge of the day to day running of the home</p> <p>To have excellent communication skills</p> <p>To perform functions as manager, whilst maintaining a ‘hands on’ approach</p> <p>To participate in an ‘on call’ rota system and maintaining contact with the Principal and home when required</p> <p>To review the statutory requirements and monitor the residential staff within the home to ensure that all systems are complying with these requirements and that any new requirements are being implemented</p>		/	
2. To ensure that there is clear leadership and management of practice in the running of the home	<p>To establish a quality led service in the operation of the home.</p> <p>To ensure the National Regulations and Standard 20 criteria and OFSTED framework outcomes are fully compliant, operating within the legal parameters through the use of appropriate auditing tools.</p> <p>To co-operate with regulation 44 audits and comply with regulation and inspection requirements .</p> <p>To lead the residential staff in being aware of their responsibilities at work and communicate the organisational aims to provide a service user led service.</p> <p>To offer support and supervision to the residential staff team and organise a sharing of responsibilities maintaining regular communication channels.</p> <p>To take responsibility for ensuring that correct disciplinary and grievance procedures are undertaken.</p> <p>To take responsibility for the monitoring of residential staff recruitment, ensuring that new staff have the necessary qualifications, references, DS checks in place, also to ensure that the home is operating within the minimum staffing guidelines, and that staff levels reflect the young people’s mix and occupancy status.</p> <p>To take responsibility in ensuring that a training file is maintained which identifies courses, arrange for residential staff to partake in courses, access free training courses where appropriate, and attend all mandatory National Regulations and Standard 20 training undertaken within the organisation. Ensure that relevant staff members are kept up to date with statutory training courses.</p>		/	
3. To ensure the highest standards of care	To be responsible for monitoring the welfare of the young people while		/	

<p>are maintained which are consistent with the requirements of the registering authorities and the organisational policies</p>	<p>accommodated at the home, including liaising with the appropriate personnel in respect of all safeguarding investigations and enquiries, the supervising of complaints and identifying needs to ensure that conclusions are being achieved and audit mechanisms are in place.</p> <p>To ensure that all young people have a designated keyworker and care team in place to advocate for them and to monitor the care team and ensure that they are providing high quality care for the young people.</p> <p>To take ultimate responsibility for the regular planning and organising of professional meetings, Care team meetings, staff young people and relative/advocates meetings , including the recording of outcomes and actions.</p> <p>To be mindful of the well-being of young people, ensuring that they are encouraged to air their views and that their voice is heard, medical appointments are made and kept and staff monitor the mental health of all.</p>			
<p>4. To maintain the highest levels of safeguarding</p>	<p>To have a deep understanding of safeguarding and ensuring that staff members embed the highest standards of safeguarding practices across all aspects of the home</p> <p>To update personal training in safeguarding and ensure that the staff team have regular training in line with Regulations and Standard 20 requirements and ensure that safeguarding issues are constantly on the agenda at staff team meetings</p> <p>To ensure that all paperwork concern to do with safeguarding is recorded and reported to the appropriate channels</p>		/	
<p>5. To maintain the highest standards of Health & Safety in the home.</p>	<p>To take responsibility for ensuring that there are risk assessments for all young people, all areas and equipment within the home which are devised in collaboration with senior managers and comply with H&S guidelines.</p> <p>To ensure that health and safety checks are undertaken regularly and within guidelines including fire safety, first aid, health and safety, food hygiene.</p> <p>To ensure that training in H&S issues are kept up to date.</p>		/	
<p>6. To manage challenging behaviour in line with company policies and procedures</p>	<p>To understand the importance of relationships and attachment theories when working with young people</p> <p>To ensure that staff members are aware of the importance of holding boundaries and applying sanctions consistently</p> <p>To understand the importance of liaison and ensuring that communication between the adults is vital in managing behaviour</p> <p>To ensure that positive behaviour Systems are implemented and followed through according to the policies and procedures</p> <p>To ensure that staff members record and report behaviour incidents timeously and</p>		/	

	<p>accurately to all relevant professionals</p> <p>To address behaviour management issues in supervision with staff members</p> <p>To update training in positive behaviour management and to keep behaviour management as an agenda item at team meetings</p>			
7. To have responsibility for meeting budgeting requirement through efficient methods and maintaining commercial awareness	<p>To ensure that equipment purchased for the home provides good value whilst meeting needs</p> <p>To be responsible for the monitoring of purchases to ensure that there is a minimal wastage, no excess stocks of items and that collective purchases are being maintained within budgets.</p> <p>To ensure that adequate staffing levels are maintained whilst monitoring the process to ensure staff costs are within parameters set and the deployment of agency staff is always kept to a minimum usage</p> <p>To produce weekly budget sheets for the Principal for accurate accounting of expenses</p>		/	
8. To take responsibility for the maintenance of the building, fixtures and fittings and the equipment in it	<p>To encourage young people and staff members to respect and care for the environment.</p> <p>To monitor staff members checks of equipment and the building to ensure that maintenance issues are recorded and reported early</p> <p>To take responsibility for the monitoring of outside contractors by controlling the process once an order has been placed to ensure a satisfactory outcome by way of the correct good supplied or the correct function of equipment, produce or finished</p>		/	
9. To take responsibility in promoting the home to external officers, trying to maintain occupancy levels and developing a good relationship with referring agencies	<p>To take a pro-active role in promoting and marketing the home to referring agencies</p> <p>To take responsibility for monitoring the referral process that the correct procedures and 'follow ups' are being adhered to within an acceptable time scales and that regular audits and being maintained to measure our service and possible deficiencies</p> <p>To monitor staff members contact with outside agencies to ensure that individual members are maintaining positive relationships with families and external agencies</p>		/	
10. To undertake any other duties commensurate with the pay-scale as identified and directed by the Principal	<p>To comply with reasonable requests for additional duties as required to maintain high standards and good care practices.</p>		/	

Person specification

Specification		Desirable	Compulsory	Comments
To have level 3 qualification in child care, or equivalent qualification and have or be prepared to work towards the Registered Manager's Award	To have the National Diploma or equivalent qualifications To have or be working towards the Registered Manager's award		/	
To have a minimum of three years' experience in working in a similar setting	To have worked in a care setting for a minimum of two years and in a similar setting for a minimum of and additional one year To have a sound knowledge of working with young people of 8-18		/	
To be enthusiastic about the role while maintaining a realistic understanding of what the role entails	To have a positive attitude towards the requirements of the post To be realistic about the demands of the role To be enthusiastic in working with the Principal to create an outstanding provision for the children and young people in our care		/	
To have a deep understanding of the importance of well-being and high quality care for the young people	To have a deep understanding of the importance of well-being for the young people, the staff and self To implicitly understand the balance between holding boundaries with the young people and offering care and nurture To demonstrate a deep understanding of the concepts associated with high quality care To constantly monitor the well-being of young people, staff and self		/	
To be able to offer diversity to the role and be an excellent role model for the staff team and children	To display professional behaviour in line with the requirements of the role at all times To have a 'hands on' approach to running the home To promote equality and diversity To be able to work as a team with all professionals		/	
To have excellent communication skills	To liaise effectively with the Principal, senior managers across the organisation To communicate all relevant information to the Principal, education staff and care staff To be able to maintain the most appropriate communication channels that ensure full awareness of all issues and developments to all relevant residential and teaching staff that they are updated on a regular basis To meet with managers weekly to report back on operational issues such as occupancy levels, vacancies and etc. To maintain close links with the education team to ensure the highest educational outcomes for children		/	
To have a deep understanding of safeguarding	To understand the importance of safeguarding young people		/	

	To have training and experience in managing safeguarding incidents To ensure that systems and processes for safeguarding are in place for the protection of children and young people			
To understand the importance of Health & Safety issues	To have experience in maintaining high standards of Health & Safety in various settings		/	
To have a good record of attendance and reliability	To understand the importance of regular attendance and punctuality To understand the impact that absence causes for the young people and the team		/	
To have good health in order to be able to fulfil the demands of the role	To be personally fit enough to undertake this demanding role		/	
To be able to drive and have own transport to get to work and back including for 'call outs'	To be able to get to work independently and to respond to 'call outs' of necessary		/	
To have a clear sense of purpose and personal direction in line with the potential of the role	To be sure that this is the right role for you To understand the importance of the post in the running of the home To be ambitious and keen to promote the home as a centre of excellence and outstanding care.			