

Job Description: Deputy Manager

Reports to: Registered Manager / Operations Manager / Responsible Individual

Salary Scale: £16.00 - £19.00 per hour / £33,500 - £40,000 annually, plus paid sleep-ins at £55 per session. Progression within these pay scales is dependent on experience and qualifications.

Job Purpose:

The Deputy Manager is tasked with assisting the Registered Manager in overseeing the day-to-day operations of the residential home, ensuring compliance with legislative and policy requirements. In the absence of the Registered Manager, the Deputy will assume all duties and responsibilities to maintain adherence to the Children's Homes Regulations 2015, company policies, and OFSTED inspection frameworks as the home manager.

Nature of the Post:

- **Location:** Based at one of the organisation's homes as designated by your Ofsted registration, with the understanding that assignments may require work at other locations within the organisation as needed.
- **Flexibility:** Required to work shifts, including weekends, evenings, and during the children's holidays, to meet the home's needs. This includes providing additional support as dictated by the rota and undertaking a variety of administrative tasks.
- **Transportation:** Use of the organisation's vehicles for activities related to the care of the children and home operations.

Key Duties:

- **Operational Management:** Oversee daily operations in the absence of the Registered Manager, ensuring a 24/7 response capability. Work closely with the Registered Manager to plan, deliver, and review services.
- **Quality Assurance:** Implement and maintain quality assurance systems that reflect best practices, collaborating with the management team, residential support workers, and external agencies.
- **Resource Management:** Assist in managing financial and physical resources effectively in line with the Children Act and Children's Home Regulations 2015.
- **Staff Management:** Support staffing resources management flexibly and efficiently, ensuring effective communication and supervision in line with organizational policies.
- **Training and Development:** Contribute to training strategies that support the service's objectives and foster a learning culture within the workplace.
- **Care Provision:** Provide a caring, safe, and secure environment that meets the children's physical, health, social needs, and rights. Support and guide less experienced staff to achieve high standards of care, respecting the individual needs of each child based on their racial, cultural, and religious backgrounds.

Expectations:

- **Professional Conduct:** Maintain professional standards, adhere to the legislative framework, and follow organisational policies and procedures at all times.
- **Flexibility and Development:** Show flexibility in undertaking tasks not explicitly covered in the job description to meet the children's needs. Demonstrate significant professional development towards progressing to a Manager position, evidenced by transferable competencies and the ability to enhance the professional development of staff.

Skills and Qualifications:

- Proven experience in a supervisory or management role within a residential care setting.
- Knowledge of the Children’s Homes Regulations 2015, company policy, and OFSTED requirements.
- Ability to work flexibly, including undertaking sleep-in shifts as required.
- Strong leadership, communication, and team-building skills to foster a positive and effective work environment.
- Commitment to personal and professional development, with a focus on enhancing the quality of care for children.

This role is ideal for a dedicated individual looking to make a significant impact in the lives of children by ensuring the highest standards of care and operational excellence within a residential setting. The Deputy Manager will play a crucial role in supporting the Registered Manager and leading the team towards achieving these goals.

Person Specification Residential Deputy Manager

	Essential	Desirable
Education/Qualifications	NVQ level 3 /4 Health & Social Care children and young people or equivalent Evidence of continuing Professional development Willingness to undergo further training and development including the level 5 QCF leadership and management in residential services within 12 months of commencement in post	QCF level 5 in leadership and management in residential services
Knowledge	Understanding of the Children Act 1989 (2004) Understanding of the children’s Homes Regulations 2015 and SCCIF Understanding of the working together to safeguard children 2018 An understanding of the issues affecting looked after young people	Understanding of other legislation that co-insides with supporting the needs of looked after children

Experience	3 years' experience in residential children's home with a minimum 1 year in a senior post Experience of working with children in an EBD, CSE, LD settings Proven record of working in a home at senior level or above that is OFSTED "GOOD" or "OUTSTANDING"	Working in other settings relevant to social care. Working families
Skills & Abilities	Flexibility to respond to the needs of the home and young people. Ability to motivate, supervise, and appraise staff, ensuring that training and development needs are met Strong written and verbal communication and interpersonal skills, with a high standard of oral and written English – ability write reports and chair meetings Ability to plan and organise the staff rotas Strong organisational & time management skills	
Other	Passion to contribute to the development of services for children/young people A current clean driving licence (this post required you to be a car driver)	Access to a vehicle with business insurance

Additional information

The employees at The organisation work directly with the service users and can on occasion be physically demanding, therefore employees must be able to undertake all the requirements of the job and requisite training in full. For the safety of staff and the service users, training will be provided to assist employees to carry out their role, specifically the Emergency First Aid and Physical intervention training (this provides staff with the skills to carry out the sometimes necessary safe holds in a non threatening way). Employees will be required to fully participate in all training.

Having a disability or medical condition does not preclude you from working for The organisation However you are required to make the organisation aware of any preexisting conditions that will require an adaption to the expected working agreement.

The organisation are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all its staff and volunteers to share that commitment and therefore an Enhanced DBS and evidence of full work History since leaving full time education is required, along with three confirmed referenced that cover the last 5 years work history.