

Job Title: Ofsted Registered Manager

Reports To: Responsible Individual / Operations Manager

Salary Scale: £55,000-£70,000 per annum, plus Bonus Scheme

- **Note:** Progression within these salary scales is contingent upon experience, qualifications (e.g., NVQ's/QCF's), and ongoing professional development.

Nature of the Post:

The role of an Ofsted Registered Manager is pivotal in ensuring the highest level of care and regulatory compliance within a residential setting. This comprehensive job description underscores the multifaceted nature of the position, emphasizing the blend of strategic oversight, operational management, and hands-on care required. Below is a structured summary encapsulating the full scope of responsibilities and expectations tied to this critical role.

- **Location:** Primarily based at one of the organisation's residential homes in Nottinghamshire, with flexibility required to work at other sites as needed.
- **Flexibility:** The role demands weekend, evening, and out-of-office hours work to ensure the delivery of high-quality care services.
- **Professional Conduct:** The post holder must always maintain professional standards, adhere to current legislative frameworks, and follow the organisation's policies and procedures.

Key Responsibilities:

Operational and Strategic Management:

- Maintain registration standards as per Children's Home Regulations and Care Standards 2015 and ensure compliance with OFSTED regulations.
- Provide person-centred services and support, applying person-centred approaches to care.
- Contribute to the service's development and modernisation, aligning with the objectives of valuing young people.
- Ensure the safety and well-being of both staff and service users within the homes.
- Manage daily operations in compliance with statutory regulations and company policies.
- Foster an environment that supports high standards of care, encouraging service user participation.

Staff Management:

- Oversee staff recruitment, supervision, and appraisals, ensuring alignment with regulatory standards.
- Implement effective shift rotas, optimizing staff resources for smooth operation.

- Promote staff development through personal development plans, internal and external training programs.
- Maintain open communication with other managers and the operations team regarding service provision.

Compliance and Quality Assurance:

- Keep the home’s Statement of Purpose up to date and operational in alignment with it.
- Ensure adherence to statutory requirements, local authority guidelines, and internal policies by all staff.
- Manage medication administration protocols, ensuring safety and compliance.
- Oversee the maintenance of the home, ensuring it meets Health and Safety standards and presents a positive image.

Financial and Record Keeping:

- Manage the home's budget, adhering to financial regulations and maintaining accurate financial records.
- Establish and maintain a comprehensive record-keeping system, ensuring availability for inspection by authorised personnel.
- Maintain statutory records as required by law (e.g., accident book, fire equipment test log).

Additional Responsibilities:

- Provide on-call support for the team, ensuring managerial presence or guidance is available at all times.
- Engage in personal and professional development, participating in training activities to enhance skillset.
- Perform additional duties as reasonably required, consistent with the job’s general level of responsibility.
- Fulfil health and safety duties as outlined in the organization’s policy.

Requirements:

- Proven experience in residential care management, particularly in a role compliant with OFSTED regulations.
- Relevant qualifications in Health and Social Care Management (e.g., NVQ, QCF).
- Strong leadership, communication, and interpersonal skills.
- Flexibility to work varied hours, including on-call responsibilities.

This role is designed for a dedicated professional committed to ensuring the highest standards of care and regulatory compliance within a residential setting. The Ofsted Registered Manager is crucial in leading a team effectively while maintaining a nurturing, safe, and compliant environment for young people in care.

JOB Specification

	Essential	Desirable
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<p>Qualifications and Experience</p>	<p>Experience</p> <p>Minimum of 5 years residential experience 2 of which at a supervisory level in the last 5 years</p> <p>2-year managerial experience in a residential home at deputy level or above</p> <p>Qualifications</p> <p>QCF level 5 in leadership and management in children's residential or be 50% though working towards this</p> <p>Sound knowledge of governing legislation, procedures and best practice in caring for looked after children</p> <p>Willingness to increase knowledge through ongoing training</p>	<p>Experience of managing residential EBD homes</p> <p>Experience of working with CSE / CCE</p> <p>Experience of working with Autism, Asperger and other mental health conditions</p> <p>Evidence of managing GOOD or Outstanding homes (URN's to be provided)</p>
<p>Self-Awareness</p>	<p>Ability to demonstrate self-awareness</p> <p>Able to act calmly and purposefully in crisis situations</p> <p>Evidence of a realistic appreciation of own strengths and weaknesses and commitment to self-development</p> <p>Able to recognise own reactions and feelings in response to situations and to manage the effects of these on other people</p> <p>Evidence of working in crisis situations and achieving resolution</p>	<p>Evidence of self-development and professional growth</p>
<p>Leadership</p>	<p>Ability to display decisiveness</p> <p>Able to facilitate others to work together effectively in a team</p>	<p>Evidence of developing the skills of a staff team</p> <p>Evidence of building team moral</p>

	<p>Apply to practice and practical supervision of staff</p> <p>Awareness of the skills and processes involved in effectively chairing meetings and reviews</p> <p>Direct experience of team leadership, facilitation and supervision</p>	
Thinking skills	<p>Able to prioritise effectively across a range of demands</p> <p>Able to create solutions in response to challenges whilst working within agreed parameters</p>	<p>Creative ability to solves problems in a solution focused way</p>
Motivation, Energy and Drive	<p>Providing services to young people who are seen to be in need</p> <p>Achievement and outcome oriented</p> <p>concerned with improving the service and maintaining high standards</p> <p>Keen to identify and act on opportunities and use initiative. Positive outlook, showing determination and persistence in pursuing objectives</p> <p>Able to motivate staff, maintain and develop individual and team performance through sustained supervision and feedback</p> <p>Evidence of achieving and developing a quality service</p> <p>Planning, Organisation and Administration skills Able to manage own time and paperwork effectively to meet goals</p>	<p>Passionate about achieving positive outcomes for both the young person and service</p>
Communication Skills	<p>Able to communicate effectively and confidently conveying clear messages in writing or verbally</p>	<p>Experience of formal presentations and chairing meetings</p>

	<p>Able to liaise with managers and colleagues to support the service needs</p> <p>Able to listen and pick up on messages from colleagues, staff and service users</p> <p>To have a high standard of report writing skills</p> <p>Building and maintaining effective working relationships</p> <p>Demonstrable ability to work collaboratively and co-operatively with all professional colleagues and service users</p> <p>Awareness of the skills and processes necessary to support in the leadership of a staff team</p> <p>Evidence of providing individuals with confidence, inspiration, direction and guidance</p>	
Other	Full clean driving licence	Use of own vehicle

Additional Requirements and Commitments

Physical Demands and Training:

The role involves direct interaction with service users and can be physically demanding. Employees must be capable of fulfilling all job requirements and participating fully in mandatory training.

Specific training provided includes Emergency First Aid and PRICE Physical Intervention training, equipping staff with skills for safe holds in non-threatening manners. Full participation in all training sessions is mandatory for employees.

Inclusion Policy:

The organisation encourages applications from individuals with disabilities or medical conditions.

Applicants are required to inform the organisation of any pre-existing conditions requiring adjustments to the standard working agreement.

Safeguarding Commitment:

The organisation is dedicated to the safeguarding and welfare of children and young people, All staff and volunteers are expected to uphold this commitment. An Enhanced Disclosure and Barring Service (DBS) check is required.

Proof of a complete work history since leaving full-time education is necessary. Three references covering the last 5 years of work history must be provided and confirmed.

These additional requirements highlight the organisation's commitment to both the welfare of its service users and the support and inclusion of its employees. Ensuring that staff are properly trained and vetted, along with accommodating those with disabilities or medical conditions, reflects a balanced approach to creating a safe, effective, and inclusive working environment.