

Assistant Home Manager - Bedford

We are looking to recruit an Assistant Manager to join us in our Bedfordshire region to work as part of a professional team to promote and provide the highest standard of care.

Job Purpose

To support the home manager to provide professional support, guidance and supervision to a team of residential child care practitioner and be responsible for the day to day management of the home in the absence of the home manager.

Ensure that the vision, values, policies and ethos of Oracle Care & Education are promoted and adhered to.

Assist the home manager to identify, report and manage current and emergent risks within the Home, including those that may impinge upon safeguarding and statutory compliance or inspection rating. Devise and direct improvements to mitigate risks.

Assist the home manager to ensure effective working relationships with all relevant Local Authority staff and social workers, and with all other relevant statutory agencies, e.g. police, child protection and CAMHS.

Assist the home manager to ensure that all Oracle Care & Education requirements for data capture and the use of management information systems are met.

Assist the home manager to ensure the home provides and maintains the highest levels of therapeutic care and service in accordance with the legislative framework, company procedures, ethos and policy.

Assist the home manager to ensure the safety of all children and staff, and that safeguarding practice, procedures and recording meet all regulatory requirements and professional expectations.

Assist the home manager with the implementation of the relevant plan for each child or young person, to monitor progress against the relevant plan and ensure it is reviewed as necessary

Assist the home manager to manage effectively and efficiently all allocated resources of the home, both human and financial.

Assist the home manager to ensure effective maintenance of all documented procedures for tasks that deliver statutory compliance.

Assist the home manager to ensure continual quality improvement to achieve and maintain an Ofsted rating of Good or Outstanding.

RESPONSIBILITIES

Managing Service Delivery

To assist with the management of all matters of statutory compliance for the home and ensure that all statutory requirements are met.

To ensure key stages in the stay of children and young people such as admission and discharge are properly managed, and reflect decisions recorded in relevant plans.

Ensure that effective placement plans, risk assessments, risk management and health care plans, and all relevant documentation, are in place for all resident children.

To develop and maintain good working relationships with parents and other family members; social workers; school staff and other professionals with a concern for the children's needs such as general practitioners.

To encourage and support children and young people to take responsibility for their own lives commensurate with their age and ability.

Joint registration of a children's home may be required

Managing People

To assist the home manager to provide leadership, guidance and management to staff within the home and create a positive and mutually supportive culture within the staff team.

To assist the regular and effective supervision and performance management are in place and that staff are trained and meeting all relevant requirements.

To assist the home manager to maintain of effective communication systems, including handovers, logbooks, regular supervision and staff meetings

To assist the home manager to monitor staff well-being including sickness absences, implementing company policy and procedures as appropriate.

To assist the home manager in the dispute resolution procedures including disciplinary, capability, grievance and appeal procedures.

Managing Resources

To be involved in the recruitment and appointment of staff within the locality and the home within the company's Equal Opportunity policy.

To be involved in the allocation of roles and responsibilities within the Home and to maintain effective operation at all times whilst deploying resources efficiently.

To work with the home manager to ensure that staff hours worked and annual leave are accurately recorded and ensure that the correct information is passed to Payroll within specified deadlines.

To work with the home manager in monitoring staff performance to maintain high levels of performance and low absenteeism.

To work with the home manager to ensure that the home is kept in a clean, tidy and well-maintained condition and that repairs, linen and furnishings are of an adequate standard.

To work with the home manager to ensure that adequate and appropriate security, health and safety and fire safety monitoring and recording systems operate within the Home.

To assist the home manager with the adequate updating of the inventory.

To participate in the on-call system.

Managing Finance

Assist the home manager to maintain budgetary control systems for the home and ensuring specified budgets are maintained.

To work with the home manager to undertake effective management and administration of the home and overseeing and advising staff within the home in best practice and methods.

Additional Information

You will be required to become proficient in behavioural management techniques including physical intervention. Oracle Care & Education Ltd will provide appropriate training.

Person Specification/Competencies

- Ability to work independently, lead a staff team and managers and work cohesively within the management group
- Demonstrate commitment to the staff in the home and other home managers in their locality, young people, the service and each other in order to achieve high quality outcomes
- Work in such a way which 'models' expectations and behaviour to both staff and young people
- Excellent communication and active listening skills
- Excellent organisational skills and the ability to prioritise workloadBe able to understand how working in a challenging environment affects them and the other managers in their locality. Self confidence in being able to ask for help and support when neededAbility to be an active manager who is able to recognise the future needs of their home, the staff and the young people.Excellent time management skillsValues and beliefs that reflect the organisational cultureCommitment to on-going personal development and to be part of a learning organisationAbility to inspire and motivate others

Qualifications/Minimum Requirements

- Within the last 5 years, worked for at least 2 years in a position relevant to the residential care of children and young people
- Worked for at least one year in a role requiring the supervision and management of staff working in a care role
- Hold on appointment or complete within 2 years from the date of appointment Level 5 Diploma in Leadership and Management for Residential Childcare or a qualification which Oracle Care & Education considers to be equivalent to the Level 5 Diploma
- Level 3 QCF children and young people qualification
- Full manual driving licence