



Job description	
Job title	Registered Manager
Grade	Q
Directorate	Children's Social Care
Section/team	Residential Services
Accountable to	Service Manager
Responsible for	Knowsley's children's home settings
Date reviewed	February 2021

Purpose of the job

As the Registered Manager, you will be responsible for delivering the highest levels of care and support to children through the provision of leadership, direction and management of Knowsley's residential services. To achieve and exceed the highest levels of performance and quality standards, you will have responsibility for delivering childcare that is focused on obtaining the best outcomes for each child within the home. You will be responsible for managing and developing the delivery of residential services by leading, motivating, organising and ensuring the supervision of a team of staff. The role also involves ensuring that the home is fully compliant with OFSTED regulations, care home standards and the home's statement of purpose.

Duties and responsibilities

This is not a comprehensive list of all the tasks, which may be required of the post holder. It is illustrative of the general nature and level of responsibility of the work to be undertaken.

- To hold and maintain their own OFSTED registration and ensure the service meets OFSTED standards. To be up to date with relevant legislation and residential care home regulations and standards and to meet the requirements. To ensure the homes maintain Ofsted registration and that standards are translated into practice for staff.
- In line with Ofsted Care Home Regulations, to be accountable as the Registered Manager to how the home is organised, run and managed. To make independent decisions and be solely responsible on appropriate referrals into the service, suitability of placements, ensure good matching of children and that the placement meets the child's needs. To notify



Ofsted of any required changes and complete assessments and put plans in place to respond to any emerging difficulties.

- To manage a residential children's home that supports children with both disabilities and/or emotional and behavioural difficulties according to the service needs. This includes children who are looked after, edge of care and emergency respite.
- To have the knowledge of all presenting needs (including complex medical and disabilities) and ensure that the diverse needs of children and their carers / families are identified, met and regularly reviewed and plans updated, to reflect any subsequent changes.
- To maintain a good understanding of child protection and have the knowledge to ensure all risk assessments are updated for individual children (including medical needs) and that staff members' experience and levels of training are appropriately matched.
- To respond to the emotional demands of families and children who present at the edge of care and in emergencies. To manage high risk situations of safeguarding in and outside the home and ensure staff members are supported throughout the crisis situation.
- To provide leadership and management to a medium group of residential staff, who are supported by one or more Assistant Managers or Senior Residential childcare workers, including the delegation and allocation of work commensurate with their respective grades.
- Ensure the recruitment, induction and training of staff is in line with Service policies and ensure staffing at all times by devising and maintaining an effective rota system to manage the home day to day.
- To provide regular professional supervision in accordance with Council procedures to Assistant Managers or Senior Residential childcare workers and residential staff that demonstrates clear management oversight and decision making, is reflective, and is both supportive and challenging in nature.
- To manage the service budget for the residential home – to manage the account and ensure effective budget management oversight. To manage the staff team and service within the Councils' financial regulatory framework. To ensure the effective delivery of a range of high quality, cost effective services to meet individual needs, with a key focus on performance and quality assurance measures. Plan monitor and review expenditure and financial commitment against the budget to ensure services are provided within cost limits and that services represent good value for money.



- To contribute to the development and management of edge of care and preventative residential care services. This includes the development of the policies and procedures to support residential services.
- To monitor and manage the performance of staff, including regular scrutiny of casework via quality assurance systems and ensure that systems and performance is monitored and managed effectively via regular audits.
- To contribute to the planning and assessment of children who use the service. This includes involvement in the transition process to adult services. Ensure the statutory duties of the Council are fulfilled and met in accordance with the particular responsibilities of the post.
- To ensure that staff receive regular and effective supervision that address areas of practice and their own development. To be responsible for identifying the training needs of the staff team and to ensure that this is included in annual appraisals.
- To create long term strategies for service improvement and implement business plans across the division. To ensure services are targeted, developed and delivered in accordance with policy, legal requirement and best practice guidance. To create and review the Ofsted improvement plans, ensure regular use of quality assurance processes in the scrutiny of and identify any additional areas of practice that require quality assuring.
- To produce reports and maintain records to a high standard in accordance with the Service guidance/policy and procedure, which reflects national guidelines using the relevant information technology. Ensuring that all record keeping, including high quality case recording, accounting and records of the other team activity, such as all meetings, is maintained and is available for reporting when required.
- To participate and contribute to appropriate meetings within Knowsley and Pan Merseyside care home arrangements and represent Knowsley in other appropriate forums.
- To ensure that the Councils policies and procedures, including sickness absence procedures are followed and adhered to as appropriate.
- To be up to date and interpret National guidance and ensure all policies are written and implemented across the home. To be responsible for updating all care home policies and procedures.
- Ensure the recruitment, induction and training of staff in line with Service policies. To support and develop staff members, this may include



delivering training and/or one to one mentoring/coaching. To address disciplinary matters informally and formally as per Council procedures.

- To be fully conversant with the Council's IT systems. To ensure all the homes recording systems are updated and manage the home Sharepoint sites.
- To be able to work in a flexible manner, including weekends, evenings and to participate in the managers on-call rota. This on-call rota will require you to cover all four children's homes overnight and weekends. You will be required to respond to different emergency situations and diverse complexities of needs.
- The post holder must carry out their duties with full regard to the Council's Corporate Plan, the Corporate Equality and Diversity Policy, Health and Safety, Policy and Social Inclusion Strategy.

Any other duties (commensurate with the grade) which will assist the service in meeting its objectives

The post holder is responsible for the safeguarding and promoting the welfare of children.

Health and safety

- To ensure suitable and sufficient risk assessments are carried out taking into account employee's capabilities
- To be responsible for the general rules pertaining to Environmental Health, Fire and Safety regulations and matters relating to the fabric of the building and surrounding areas to the unit.
- To inform management of any health and safety issues which could place individuals in danger

Data Protection and Information Security

- Implement and act in accordance with the Information Security Acceptable Use policy and Data Protection Policy,
- Protect the council's information assets from unauthorised access, disclosure, modification, destruction or interference,
- Report actual or potential security incidents.

Knowsley Better Together – Staff Qualities

The following qualities have been adopted by the Council and apply to all employees. You are expected to embrace and display these qualities. Your



line manager will discuss your behaviour with you, during your My Time and My Time Extra meetings.

- **Integrity.** You are required to be open and honest, maintain high standards of personal behaviour and display strong moral principles.
- **Accountability.** You must take personal responsibility for your actions and decisions and understand the consequences of your behaviour.
- **Communication.** You must listen and talk to others, taking account of other people's points of view. You should share information and strive to work together.
- **Respect.** You must treat people with care and dignity, observing the rights of other people, and helping and supporting others where you can.