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# ASSISTANT HOME MANAGER

Job Description & Person Specification



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## Job Information

Post Title	<ul style="list-style-type: none"> <li>Assistant Home Manager</li> </ul>
Reports to:	<ul style="list-style-type: none"> <li>Registered Home Manager</li> </ul>
Grade and Salary:	<ul style="list-style-type: none"> <li>Grade RG6m (SCP 28 – 33 - £37 938- £42,708), with gateway progression at SCP 31) + 15% shift allowance</li> </ul>
Location	<ul style="list-style-type: none"> <li>Cressingham Children's Home – Whitley Reading</li> </ul>
Conditions:	<ul style="list-style-type: none"> <li>Full Time - Evening, weekend and sleep in duties when required</li> </ul>
Direct reports to the post:	<ul style="list-style-type: none"> <li>Residential Child Care Practitioner</li> </ul>

## Who are we?

We are an independent, not-for-profit-company, wholly owned by Reading Borough Council. Our responsibility is to deliver quality children's services, early help, education and Special Educational Needs and Disabilities (SEND) services in the borough.

Brighter Futures for Children is improving outcomes for Reading's children, young people and families.

## Job purpose:


Cressingham is an OFSTED registered children's homes and provides short breaks to children and young people who have a range of learning, physical and sensory disabilities and associated complex medical needs.

### The role of the Assistant Home Manager (AHM) is be part of a team who will:

- Assist Registered Home Manager in delivering a specialist service (e.g. residential or short break) over a 24-hr period, to children and young people with profound and multiple learning/physical disabilities and sensory impairments, in accordance with legislative requirements.
- Under the direction of the Registered Home Manager, give strong clear and informed leadership, supervision and general management to motivate a team of Residential Child Care Practitioners, enabling them to support and empower young people through high standards of professional practice.
- To support the team to provide positive outcomes for children/young people and their families.
- Under the direction and in the absence of the Registered Home Manager, to take responsibility for the efficient and effective operation of the home, ensuring that all BFFC systems, policies and procedures are adhered to.

## 1. Main Duties and Responsibilities

- To create a safe, homely and warm environment within the aims and objectives of the homes Statement of Purpose.
- To promote the departmental ethos of maintaining independence, choice, rights, fulfilment, privacy, dignity and equal opportunities.
- Maintain unconditional and unbiased positive regard towards young people
- Assist the Registered Home Manager in proactively implementing a person-centred caring environment in line with young people's support/placement plans, EHCP's and risk assessments.
- To oversee appropriate arrangements are made for the admission and discharge of young people and to acquire a solid understanding of each young person's needs, in order to monitor the implementation of care plans and relevant risk assessments.
- To have a sound knowledge of moving and handling techniques, first aid and emergency procedures in relation to young people's specific needs and in line with current legislation
- Have a working knowledge of behaviour that is challenging in relation to children with learning disabilities
- Ensure oversight and adherence to young people's individual resource allocation in accordance with agreed care package and contribute to resource planning.
- To deputise for the Registered Home Manager in their absence and undertake delegated duties on behalf of the Registered Home Manager, as required.
- Contribute to the development of policies/strategies and decision making of the management team, ensuring service delivery is within relevant legislation and regulations.
- To be aware and implement company Health & Safety policies and to competently direct staff in the execution of all Health & Safety statutory requirements.
- To have knowledge of and work within the policies and procedures of Brighter Futures for Children, with reference to child care practice, child protection and disability issues.
- Promote and maintain effective lines of communication within the home
- Be involved with or lead matters related to recruitment, probation, induction, retention and workforce planning.
- Undertake performance management, absence management, grievance/disciplinary /capability and act on inadequate performance as appropriate.
- Undertake reflective supervision, staff appraisals and arrange training/developmental activities for day and night staff, maintaining appropriate records.
- Assist in budgetary control, maintaining a record of accounts and transactions adhering to BFfC Policies and Procedure. Eg: Imprest monies, young people's bank accounts, pocket money and benefits.

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- Undertake quality assurance/auditing procedures to improve work processes and efficiencies. Maintaining accurate records relating to home systems, monitoring and management information ensuring appropriate levels of confidentiality.
  - To advise Registered Home Manager of any significant incident, event or identified trend in order to ensure effective and timely management and resolution.
  - To organise and participate in a duty staff rota, cover shifts at short notice and carry out sleeping-in duties, waking nights and personal care when required.
  - To plan/chair meetings and attend statutory reviews, child protection and planning meetings as required.
  - To complete reports on children and young people as requested by other professional agencies, to monitor written assessments and reports prepared by Residential Child Care Practitioners.
  - To model leadership competencies and behaviours that continuously develop staff and services.
  - To develop and maintain internal and external working relationships with other departments, partner organisations and external agencies (e.g. Social services, advocacy services, Regulation 44 independent visitors, Ofsted etc)
  - To undertake any training necessary to improve knowledge and performance, as may be deemed necessary to meet the duties and responsibilities of the post
  - To oversee and monitor general housekeeping tasks, e.g. menu planning, food shopping
  - To carry out routine administrative tasks. E.g: stock control and ordering of supplies
  - To take reasonable care of your own health and safety and co-operate with management, so far as is necessary, to enable compliance with the company's health and safety rules and legislative requirements
  - To undertake any other duties that are deemed appropriate to the nature, level and grade of the post, as may be required to maintain the effective running of the service

**Criteria to progress through the Gateway to spine point 31:**

- Completion of Level 5 Diploma in Leadership and Management of Residential Childcare or a qualification which service considers to be equivalent to the level 5 diploma
- Brighter Futures for Children is a dynamic organisation which recognises the need to respond flexibly to changing demands and circumstances. While this job description provides a summary of functions and responsibilities of the post, this may need to be adapted or adjusted to meet changing circumstances. Such changes would be commensurate with the grading of the post.

## 2. Relationships – who you will work with

### Internal:

- Registered Home Manager, fellow Assistant Home Managers and Residential Child Care Practitioners
- Colleagues across Reading Borough Council and Brighter Futures for Children

### External:

#### Develop and promote strong partnerships with:

- Families and Carers
- Partner agencies including Schools, Health & Police
- Community and voluntary sector agencies
- Statutory Organisations

## 3. What your performance will be measured against

- Personal objectives set as part of your continuous professional development

## 4. Your level of autonomy

- Required to work as part of a team as well as using own initiative to deliver objectives.

## 5. Personal Attributes

- Confidence
- Proactivity
- Resilience
- Adaptability
- Approachability
- Positivity

## 6. Scope of Job (Budgetary/Resource Control/Impact)

- Will assist the Registered Home Manager in the management of staffing and service budgets.

## Special/Other Requirements/Responsibilities of this Post

Level of DBS check required for this post	Enhanced with a check of the barring list(s)
Does the post require a check against the list of people barred from working with vulnerable adults?	YES
Does the post require a check against the list of people barred from working with children?	YES
What other security/safer recruitment clearances are required for this post? (excluding standard identity/work permit/education qualification checks)	NONE
Is this post “politically restricted”?	NO
Responsibility for Health & Safety:	LEVEL 3
Please specify responsibility for implementing the company’s risk management strategy as it applies to the service, ensuring risks to service delivery and specific projects or initiatives are recognised and that actions are taken and monitored to mitigate risks identified	N/A
Please specify any other Statutory Duties and/or responsibilities of this post not already covered in the “Main Duties & Responsibilities” above	N/A



## Person Specification

### Qualifications & Education

#### Essential:

- Level 4 Diploma in childcare or equivalent professional qualification
- An undertaking to complete a relevant management qualification

#### Desirable:

- Level 4 Diploma in leadership and management or equivalent qualification

### Experience

#### Essential:

- Experience in residential or short break care services
- Experience of working in the area of disability
- Experience working with Social Services and Families
- Experience of effective risk assessment and risk management
- Experience of supervising and managing a direct line team
- Experience of the legal and social care policy framework
- Experience of quality performance and auditing systems
- Experience of effectively and productively chairing meetings

### Skills, Abilities & Competencies

#### Essential:

- Empowering leadership and drive that maximises the potential of others
- Effective time and workload management for a team of staff.
- Clear and high-level oral communication and writing skills
- Good IT skills – Word, Outlook, Excel and use of an electronic filing system
- Demonstration of ensuring equality of opportunity and opposition to all forms of discrimination in all that you do
- Ability to work across organisational boundaries and develop effective multiagency partnerships
- Ability to demonstrate resilience via a range of techniques developed by yourself to manage stress
- Able to use initiative and problem solve

#### Desirable:

- Driving license (manual) and willingness to drive home's vehicle

### Additional Working Requirements

#### Essential:

- Job involves working with sensitive and confidential information about children and will be subject to an enhanced DBS check.
- Ability to deal with personal care situations and to do sleeping-in duties.