

Children's Services – Job Description

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| Job Title | Children's Home Manager | Grade: | D2 |
| Directly Reports to: Number of reports: Budget responsibility: Additional reporting/working relationships: | Head of Operations / Head of Children's Services Approximately 14 Responsible for the allocated annual budget Other departments, external agencies, social workers and other professionals. | | |
| Job Outline: | To be responsible for all aspects of the day-to-day running (in line with Children's Homes Regulations) of the Children's Home including promoting the safeguarding of young people's welfare. Participate in the on-call roster in support of the Children's Home. | | |

Key Responsibilities/Accountabilities

- Manage the residential home on a day-to-day basis ensuring it is compliant in meeting all relevant legislative and contractual requirements, including the health and educational needs of young people.
- Liaise with other departments and external agencies to ensure that the young people receive appropriate plans, programmes and support in the home to aid their rehabilitation into the community and to meet contractual requirements.
- Coach, support and develop staff, including supervision, to maximise their performance and ensure high standards of care, values, ethical standards, equality and diversity, policies and procedures, legislation and contractual and inspection framework requirements are met.
- Assist in budget preparation and manage and control budgets to meet financial parameters.
- Interpret and implement changes in legislation relating to occupancy to ensure any enhanced requirements are met.
- Identify resourcing needs and the ongoing selection, training and development of staff to ensure service delivery is optimised and relevant standards are met.
- Engender a positive health and safety culture to meet and maintain company and external accreditation standards.

Key Competencies

- Managing Professionally
- Delivering Performance
- Leading People
- Customer Thinking
- Collaborating and Co-operating

Skills and Knowledge

| Essential | Desirable |
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| <ul style="list-style-type: none"> ▪ A professional social work qualification, QCF level 5 or working towards ▪ Substantial managerial experience within a similar environment (at least 1 year supervisory in care setting) ▪ 2 years residential care experience. ▪ Full driving licence | <ul style="list-style-type: none"> ▪ Experience of project/work planning, monitoring and reviewing. ▪ Knowledge of basic accounting principles and ability to interpret financial information ▪ Ability to use Word, Excel, PowerPoint & Outlook Email & Calendar |

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| Version One: December 2013 | Date | January 2016 |
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