

# Kirklees Council

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**DIRECTORATE** : **CHILDREN'S SERVICES**

**SERVICE AREA** : **RESOURCES, IMPROVEMENT AND PARTNERSHIPS**

**SECTION** : **RESIDENTIAL SERVICES**

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**JOB TITLE** : **REGISTERED RESIDENTIAL MANAGER**

**GRADE** : **11**

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## **ABOUT THE JOB**

The Registered Manager is responsible for all aspects of the management of the residential home and for ensuring that effective and appropriate care is provided to all young people who live in the home. As leader of a team of Residential Care Officers and Senior Residential Care Officers, you will be responsible for ensuring that high standards of professional care are promoted and maintained and that the establishment is run in accordance with Children's Home Regulations.

## **KEY AREAS**

1. Young People
2. Resource Management
3. Staff Management
4. Buildings and Equipment
5. Administration
6. Consultation/Liaison
7. Miscellaneous

## **DUTIES AND RESPONSIBILITIES**

1. **Young People**
  - 1.1 Ensure children and young people are valued at all times and retain choice, individuality and personal dignity by promoting high standards of care and encouraging independence where appropriate.
  - 1.2 Work in partnership with social work colleagues and others to ensure that the needs of individual children and young people are assessed, that care plans are formulated, recorded, enacted and regularly evaluated. Ensure that all young people are made aware of their rights and responsibilities.
  - 1.3 Establish and maintain good relationships with children and young people and their families and wider networks.

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- 1.4 Establish and maintain good working relationships with all relevant professional agencies including Children's Services, Education and Health.
- 1.5 Ensure that staff are aware of the implications of any legal order in relation to a particular child or young person and comply with care plans in this respect.
- 1.6 Ensure that staff are aware of the complaints/compliments procedure and that they assist members of the public wishing to complain or to comment on the Service. Investigate complaints raised at other establishments. (Stage 1).
- 1.7 Ensure that services provided are non-discriminatory and culturally sensitive.
- 1.8 Perform basic caring tasks where necessary.
2. **Resource Management**
  - 2.1 Manage the resources provided for the home effectively and efficiently within Service policies and guidelines.
  - 2.2 Produce an annual Service Plan which sets out the aims and objectives for the home in accordance with Service policy and the needs of young people.
  - 2.3 Ensure the operation of the home is in line with Children's Home Regulations and therefore regulatory compliant.
  - 2.4 Devise and develop systems for maintaining consistent duty rotas, authorising and recording annual leave etc, and ensuring adequate staffing cover for the full working week, within Service guidelines.
  - 2.5 Ensure that all files on young people are maintained strictly in accordance with Service policy.
  - 2.6 Undertake some shift working and weekend working in order to monitor quality of the service and if necessary to maintain service levels.
3. **Staff Management**
  - 3.1 Participate in the recruitment, selection and assessment of staff in accordance with Service procedures.
  - 3.2 Ensure a structured induction programme is in place for all staff and that it is maintained and reviewed.
  - 3.3 Ensure that regular professional supervision is provided for all members of staff, including night staff, casual and agency staff.

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- 3.4 Ensure regular Performance Appraisals place with all staff to agree objectives and training and development needs. Ensure that Action Plans are regularly reviewed.
- 3.5 Identify potential problems at an early stage and, where necessary, conduct informal investigations.
- 3.6 Manage staff absence/attendance in line with policies and procedures.
- 3.7 Maintain an effective system of communication within the unit through consultation, regular staff meetings, supervision and Performance Appraisals.
4. **Buildings and Equipment**
  - 4.1 Ensure the general safety and security of the building is maintained.
  - 4.2 Monitor and ensure the efficient and effective use, repair and maintenance of the building and equipment, and bring any defects to the attention of the Service Manager.
  - 4.3 Ensure acceptable standards of hygiene and cleanliness are maintained.
5. **Administration**
  - 5.1 Ensure the efficient ordering of all essential resources, equipment and services, the preparation of budget estimates, monitoring of budgets and the maintenance of records of all income, expenditure and staff costs.
  - 5.2 Ensure the prompt provision of any relevant returns required by the Service.
  - 5.3 Prepare written reports on matters relating to the home as required and ensure accurate records are kept.
6. **Consultation/partnership working**
  - 6.1 Establish systems to ensure that consultation takes place with children and young people, their families and other partners and that information received is fed into the Service Planning process.
  - 6.2 Work effectively with partners to ensure the young person achieves the best outcomes they can
  - 6.3 Contribute to the home, Service and inter-agency policy formulation and development and assist in ensuring that agreed changes are implemented.
  - 6.4 Represent the Service at meetings; conferences etc. and chair meetings where appropriate.
  - 6.5 Present a positive image of the Service and communicate the Council's behaviours effectively.

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## 7. Miscellaneous

- 7.1 You will be expected to carry out your duties in line with the Council's policies, procedures and relevant legislation. You will be made aware of these in your appointment letter, statement of particulars, induction, ongoing performance management and development and through Council communications.
- 7.2 As part of your wider duties and responsibilities you are required to promote and actively support the Council's responsibilities towards safeguarding. Safeguarding is about keeping people safe and protecting them from harm, neglect, abuse and injury. It is about creating safe places, being vigilant and doing something about any concerns you might have. Safeguarding relates to everyone who may be vulnerable, not just the very old and the very young.

Please click [here](#) to see your responsibilities related to safeguarding.

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**RESPONSIBLE TO: SERVICE MANAGER**

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**RESPONSIBLE FOR: DEPUTY MANAGER  
RESIDENTIAL CARE OFFICERS  
DOMESTICS  
BUSINESS SUPPORT**

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## PERSON CHECKLIST

The right behaviours and attitudes are as important to us as the skills you bring to the job. We expect all our employees to demonstrate the following behaviours:

- Positive
- Honesty
- Respectful
- Flexible
- Communicative
- Supportive

We also expect you to promote and role model the Council's Expectations of a New Council manager within the organisation.

This role is at level 2. To find out more about Council Behaviours and Expectations please click [here](#) to find out more.

**For Recruitment Purposes:** In order to be considered for this role you will need to demonstrate the following skills, abilities and experience on your application form:

Substantial experience of work in a Registered setting with children and families – including the co-ordination, preparation, implementation and review of care plans/programmes which provide appropriate support for children and young people.
Significant experience of organisation of tasks, meetings, managing resources etc., including operating administrative procedures, e.g. rotas and budgets.
Significant experience of managing staff, including safer recruitment, supervision and development of staff and students.
Meets the criteria to apply for Ofsted Registered Manager status
Knowledge of legislation and government guidelines relating young people and their families.
Knowledge of the physical/psychological/social development of young people and the impact of trauma and loss.
Knowledge of Quality Assurance Systems and their implication for residential child care – including the ability to establish and develop management systems and procedures, particularly those which evaluate service provision and staff performance.
Ability to maintain records and prepare complex reports e.g. court and review reports, management and resource reports.
Sufficient physical capacity to intervene physically (Teamteach is used) , where necessary, within the context of positive care.
Willingness to undertake an enhanced Disclosure and Barring Service check. Please note that a conviction may not exclude candidates from appointment but will be considered as part of the recruitment process.

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