

## A Day in the Life.....

### **Grade 5 BSO – Residential**

You will be based at Elm Grove Children's Home, a residential home for looked after children with a disability. We are a busy home and every day is different.

We are based in Heckmondwike and have the staff in the home 24/7 to support the needs of the children at all times. The role of the BSO will be Monday to Friday and to support with the running of the home.

The role includes front of house support, invoicing, typing minutes, taking orders and supporting with the relevant health & safety documents.

Other duties will include making payments and balancing petty cash books & pocket monies as well as minute taking for meetings.

The staff office is also very busy dealing with the day to day care required to support the young people who live here. Our regulatory service is Ofsted and part of the role will be ensuring that documents are prepared for our inspection visits. In order to support the management team, auditing and creating spreadsheets will be part of the role.

The role will be Monday to Friday and times can be flexible to meet the needs of the service and the appointable person.

Training will be provided and support from the registered manager as well as the BSO from the other residential homes.