



**JOB DESCRIPTION
DEPUTY MANAGER
RESPONSIBLE TO: REGISTERED MANAGER**

The Deputy Manager will be responsible for the effective day to day management and operation of a specified Moonreach home and the care of the children and young people in it. The Deputy Manager is expected to manage their home independently and using their own initiative within Moonreach policies and procedures as well as following instructions from the Registered Manager.

The Deputy Manager is expected to work to a standard working week of 37.5 hours and up to 48 hours per week, which will also include one or more sleep-in duties and will be required to work during weekends, bank holidays, and public holidays. Whilst the post-holder will be located at a particular home, they may be expected to work at another Moonreach home in the same capacity should the need arise.

PRINCIPAL DUTIES

A) HOME MANAGEMENT

- 1) Ensure, within the resources available to the home, that resident children and young people in it, receive a high standard of physical and emotional care through the use of effective systems used by competent staff in a welcoming and well maintained physical home environment.
- 2) Ensure that care is provided within an environment which positively integrates race, gender, disability and sexual orientation and meets individual needs.
- 3) Ensure that each child or young person has a written placement plan and risk assessment which is implemented and updated as necessary.
- 4) Ensure that each child or young person is involved as fully as possible in decisions affecting them and the running of their respective home through young persons meetings, key workings, and individual discussions. Keep all such activity logged including where non engagement or negative engagement occurs.
- 5) Manage the organisation of activities, workshops, education etc for the children and young people in their care.
- 6) Ensure that all relevant records and logs relating to children and young people are kept up to date and are available for discussion as and when required by the Registered Manager.
- 7) Ensure that Moonreach procedures, particularly relating to health and safety, safeguarding, information governance and other relevant legislation is implemented and adhered to by all staff members.
- 8) Effectively manage the budget allocated to the home including weekly spend, activity costs, pocket money and petty cash and provide financial records and reports to the Registered Manager as and when requested.
- 9) Ensure that the Registered Manager and Registered Individual are informed on important matters relating to the running of the home and the children and young people cared for, particularly those issues scheduled by legislation.

B) STAFF MANAGEMENT

1. In liaison with the Registered Manager, ensure appropriate numbers of staff are in post to satisfactorily meet the needs of shift rotas for the home and provide for the physical and emotional needs of children and young people in care.
2. Manage and approve staffing issues relating to shifts, holidays and individual requests, complaints or disputes.
3. Regularly review staff performance and carry out performance, disciplinary and grievance procedures in line with Moonreach policy as and when needed. Record any such action and report to Registered Manager as required.
4. Assist in meeting the training and development needs of staff by keeping informed of current issues and new developments and undertake training and development activities as directed by the Registered Manager.
5. Log staff training activity to allow Registered Manager to organise and provide a continuous training programme that meets the needs of Moonreach staff with attention to the demands and requirements of the children and young persons in their care at any given time.
6. Be responsible for staff welfare, guidance and support for those staff designated to them in line with Moonreach policy and supervision processes. Assist in the supervision of the following staff: Shift Leaders, Flexi Residential Care Workers, Trainee Residential Care Workers.
7. Coordinate regular team meetings for communication and discussion of important matters relating to the running of Moonreach homes and the children and young people cared for.

C) DEPUTISING

8. From time to time, in the absence of the Registered Manager, the Deputy Manager may be asked to deputise on their behalf for specified tasks and/or activities and report and liaise with the Registered Individual.



PERSON SPECIFICATION

DEPUTY MANAGER

The Deputy Manager of Moonreach homes will have good knowledge and experience of law and practice relating to looked after children and have operational skills to manage the work efficiently and effectively and have expertise to ensure homes are run on a sound financial and practical basis.

The Deputy Manager will have a recognised social work or professional qualification relevant to working with children to at least NVQ 3 and at least two years experience relevant to residential care within the last five years with proven experience of supervising and managing professional staff.

Specifically:

1. Hold a level 3 qualification in children related work and be willing to undertake and complete further training and development including the Level 5 Diploma Leadership for Health and Social Care and Children and Young People's Services or other equivalent qualification in order to enhance service delivery.
2. 2 years experience of working with children & young people.
3. Demonstrated level of high performance in record keeping and organisational abilities
4. An understanding of the social, cultural, physical and emotional needs of children and young people, especially those with challenging behaviour. Ability to motivate young people through social and leisure activities towards developing personal and social skills. Ability to be an advocate for young children so that their voice can be heard and to treat them as individuals.
5. Ability to work on own initiative. Ability to work objectively in what sometimes can be a stressful environment.
6. Ability to supervise and manage staff
7. Ability to identify own development needs in conjunction with supervisor / Registered Manager.
8. Ability to communicate at all levels, over the telephone, in writing and face-to-face.
9. Willingness to participate in the on call rota system .

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