

JOB DESCRIPTION: ASSISTANT MANAGER

Job Title:

Assistant Manager

Main Purpose of Job:

The Assistant Residential Manager will support the Residential Managers in the efficient running of the residential home. You will largely be responsible for assisting the Residential Manager in the efficient operational management of the house as well as providing excellent care to the children and young people.

Responsible to:

Residential Manager.

Salary Scale:

£

Hours of Work

37.5 hours per week

Job Purpose

The Assistant Manager will have responsibility for a managing a team of staff therefore, must be experienced in motivating and providing support to colleagues when necessary. As part of an ongoing professional development you would also be required to highlight training needs, organising and oversee the completion of training plans, supervision, shift rota management and have an excellent understanding of Health and Social Care standards. The Assistant Manager will have the ability to set, monitor and meet key performance indicators which are also an essential part of this role. You must have significant experience and be confident of providing exceptional care and support to enhance the residential experiences of vulnerable young people. You will be able to demonstrate a sound value base and have a relevant qualification such as SVQ Level 4, Registered Managers award.

The Assistant Manager will be directly accountable to the Manager, to support the role of the Manager and deputise in their absence, taking responsibility for the management of the service, including the staff team, practice, budget, resources and the welfare of children and young people. Share responsibility for ensuring that all practices are developed and performed within the organizational policies and procedures and the legislative framework pertaining to children and young people. Safeguarding children and vulnerable people is a priority for all employees.

FTS CARE LTD provides a home for children not a children's home. Our primary aim is to create an environment of constant warmth, predictability and responsiveness to need, with the opportunity for children to experience new models of adult/child and peer group relationships. It is our belief that, in these new relationships, children can experience conflict with positive rather than negative resolutions.

However, the nature of residential work is varied and, in many instances, unpredictable. All Managers are therefore expected to work in a flexible way and tasks that have not been covered in the job description have to be undertaken.

Main duties will include assisting the Manager with devising and monitoring of systems to ensure that the staff team carries out all duties and responsibilities as prescribed within their job descriptions, relevant occupational standards and guidelines as set by governing bodies, Health and Social Care Standards and organisational policies & procedures. As part of an ongoing professional development you would also be required to highlight training needs, organising and oversee the completion of training plans, supervision and rota management. The Assistant Manager will also be required to carry out On Call duties which will be distributed between the Manager, Assistant Manager and Senior. There may be occasions when the Assistant Manager will be expected to work flexibly to include weekends, evenings. A number of hours will be spent attending meetings, staff meetings, supervision, annual appraisals, training, and young people's reviews.

Whilst the Manager guides the work of the Assistant Manager there is an expectation that the post holder is able to deputise in the Manager's absence. At all times the Assistant Manager is expected to conduct

themselves professionally and adhere to FTS CARE LTD Policies and Procedures, and that to achieve this they will successfully complete induction and ongoing training.

Key Duties and Responsibilities

- To support the development of a style of leadership and organisational culture to ensure open and participatory management and practice, promoting the well-being of individuals and a positive image of residential care
- Participate to establish an enabling culture, and effectively manage a provision which enables children and young people to achieve optimal outcomes in a safe and secure environment.
- Implement practices which foster positive working relationships productive networks with all stakeholders and local communities.
- To actively assist with the selection, recruitment and retention of staff to ensure a safe, nurturing and positive environment.
- Have responsibility for development and motivation of teams, individuals and self to enhance performance, whilst ensuring all staff are fully aware of their role.
- Contribute to the management and monitoring of budgets to achieve efficient and effective use of resources and delivery of a high-quality service.
- Contribute to the strategic direction and development of the service, consulting and working with others to produce proposals and plans as required.
- Taking due regard of legislation regulation and organisational policies, develop, implement and monitor systems which ensure standards are achieved to maximise a high quality of care in an environment that affords protection and appropriate control.
- To undertake such other tasks deemed appropriate to the post and the remit and development of the service.

The above job description forms part of your main terms and conditions of employment. The Company reserves the right to vary duties and responsibilities at anytime.

Person Specification: Assistant Manager

	Essential Criteria	Desirable Criteria	Method of Assessment
Education and Qualifications	<p>SVQ 3 & HNC in Social Care or equivalent.</p> <p>SVQ level 4 DipSW, CQSW, CSS, Management qualification or working towards.</p> <p>Appropriate Registration with the SSSC must be completed within 6 months of start commencing in the post, if you are not already registered.</p>	Basic IT skills	Application form and certificate check and interview
Skills and Experience	<p>Significant residential care experience.</p> <p>Experience of working within services of relevant client group.</p> <p>Supervisory experience.</p> <p>Good communication skills.</p>	<p>Supervisory experience</p> <p>Experience of working with statutory and voluntary agencies including contracting.</p> <p>Experience of working in other settings</p> <p>Experience of development of systems and procedures</p> <p>Experience of direct work with families</p> <p>Passion to develop further services for children/young people</p> <p>Tolerance, patience, sensitivity, warmth, understanding, humour, flexibility and honesty.</p>	Application form, references and interview
Knowledge	<p>Wide knowledge of the behaviours displayed by children and young people and an understanding of a myriad of intervention strategies</p> <p>Working Knowledge of legislation in relation to residential childcare including; Health & Social Care Standards, Children (Scotland) Act 1995, Children and Young People (Scotland) Act 2014 GIRFEC and all relevant National Guidance.</p>		Application form and interview

	<p>An understanding of the process of child development.</p> <p>Understanding the principles of safeguarding and child protection</p> <p>Knowledge and understanding of the principles of teamwork</p>		
Ability	<p>To apply systems and processes within residential homes that are compliant with all Care Inspectorate Guidelines and Health & Social Care Standards</p> <p>To develop and maintain effective team working practices across the staff group</p> <p>To convey to the staff the knowledge and skill required in applying a variety of intervention strategies</p> <p>To communicate with outside agencies, children and their families</p> <p>Promote the health, safety and wellbeing of children, young people and staff</p>	The ability to organise and manage the planning and implementation of new developments within time constraints.	Application form and Interview
Other Requirements	<p>A willingness to participate in all in house training.</p> <p>Ability to work shifts including evening and weekends</p> <p>Full UK driving licence</p>	A clean driving licence held for twelve months.	Application form and interview and licence check