

Ofsted Registered Care Home Manager – 16+

HIBA Housing Ltd

Reports to CEO

Direct Reports: Deputy Manager, Team Leaders, and Residential Care Workers

Hours of Work: 40 hours per week + on-call

Purpose of Role:

- To be responsible for managing and operational delivery of the Home, overseeing the implementation of Ofsted standards.
- To serve as the Registered Manager for the Children's Home.
- To lead and direct others in providing person-centred support to young people for promoting independence and personal fulfilment.
- To participate in the 24-hour on-call rota.

Main Duties and Responsibilities:

- Ensure that the 16+ Home meets required inspection standards under Ofsted and follows Children's Home Regulations (2015) and new policies/guidance.
- Achieve positive outcomes by delivering high-quality support.
- Collaborate with the CEO and improvement consultants to review, monitor, and plan residential services and overall strategic direction.

The Home:

- Manage and coordinate operational needs for the home.
- Ensure staff follow health and safety guidance, policies, and procedures.
- Maintain comprehensive Person-Centred Plans for young people, regularly reviewing and updating them.
- Engage young people in decisions related to their daily lives.
- Foster a safe, homely, and welcoming environment, addressing issues promptly.
- Collaborate with other residential managers for continuity and teamwork.

Management of Support to Young People:

- Ensure staff support young people to achieve plan outcomes.
- Enable young people to participate in enjoyable activities.
- Uphold privacy, dignity, and respect in support.
- Monitor well-being, health, safety, and safeguarding.
- Act as Designated Safeguarding Lead for the Home.
- Facilitate regular meetings for young people and keyworkers.

Management of Staff:

- Provide line management, especially for OFSTED requirements.
- Lead a team providing personalized support aligned with HIBA's policies.
- Schedule rotas that meet individual support hours.
- Conduct regular staff meetings, document minutes, encourage participation, and follow up on actions.
- Implement staff supervision, performance management, appraisals, coaching, and mentoring.
- Ensure staff attend mandatory and relevant training.
- Participate in staff recruitment and interviewing.
- Maintain robust communication systems for sharing information.

Management of Finance and Resources:

- Manage home finance and resources within the budget.
- Maintain financial records.
- Ensure compliance with policies, procedures, and safeguarding.

Professional Development:

- Complete induction, mandatory, and relevant training.
- Build positive relationships with staff, young people, authorities, and stakeholders.

Other:

- Eligible to work in the UK with relevant visa.
- Complete reasonable tasks as requested; the list is not exhaustive.

Committed to a Brighter Tomorrow.

Person Specification - 16+ Registered Home Manager

Qualifications:

- NVQ Level 3 or equivalent.
- Level 5 Diploma in Leadership for Health and Social Care or willingness to attain it.
- Willingness to register as a manager with Ofsted.
- Proficient numeracy and literacy skills equivalent to GCSE in English and Maths.

Experience:

- Experience with young people at a similar level.
- Knowledge of Children's Homes Regulations (2015) and the Social Care Common Inspection Framework.

Knowledge and Experience:

- Operational management understanding.
- Familiarity with relevant legislation and policies.
- Knowledge of Care Standards and Ofsted requirements.
- Effective communication in written and spoken English.
- Independent and teamwork capability.
- Strong organizational and administrative skills.
- Prioritization, workload management, and appropriate delegation.

Skills and Abilities:

- Strong leadership and decision-making skills.
- Mentoring, coaching, and nurturing staff.
- Effective staff performance management, including formal procedures.
- Handling emergency situations.
- Proficient IT skills (Word, Excel, PowerPoint).

Qualities:

- Positive attitude, enthusiastic approach.
- Ability to work under pressure.
- Commitment to promoting young people's welfare.
- Flexibility to work evenings, weekends, and on-call shifts.

Job Type: Full-time