

Job Description

Department:	Children & Young People Services
Division/Section:	Cherry Lodge
Job Title:	Registered Manager – Cherry Lodge Short Breaks Home
Post No:	
Grade:	
Reports to:	Head of Service – Children with Disabilities
Organisation Chart: Show immediate manager and any jobs reporting to this post.	<pre> graph TD RM[Registered Manager] --> DM[Deputy Manager] DM --> RW[Residential Workers] DM --> BS[Business Support] DM --> DAC[Domestic Assistants and Cook] </pre>
DBS Check applicable?	Basic <input type="checkbox"/> Standard <input type="checkbox"/> Enhanced <input checked="" type="checkbox"/> None <input type="checkbox"/>
	Is post exempt under the Rehabilitation of Offenders Act 1974 in respect of declaration of spent convictions? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Line Management responsibility for:	No. of direct reports: 1 No. of indirect reports: 57+
Size of budget: (Per annum)	- state whether <i>accountable</i> for (i.e., budget holder) or <i>accounting</i> for (e.g. monitoring) Accountable for £1 million
Job Purpose:	To manage Cherry Lodge Children's Home which provides short break residential care for children with disabilities aged 5-18 years. As the Registered Manager you will be responsible for ensuring that the day-to-day management of the home remains compliant with Ofsted regulations and in line with the ethos of the home. You will act on behalf of Peterborough City Council to ensure that the staff team provides a high standard of consistent care and service in accordance with legislation, central government guidance, regulations and standards, and the policies and procedures. You will be committed to and focussed on improving the

	outcomes for the children, young people and their families who attend the home and on developing their life opportunities and chances. In addition, you will assist in the delivery of breaks across the service.
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Main Duties and Responsibilities:

- The Registered Manager is required to lead, manage and direct the day-to-day operation of the home. The home is made up of a staff team plus a bank of sessional workers, comprising of an Assistant Residential Manager, Senior Residential Care Workers, Residential Care Workers and support staff.
- The Registered Manager is legally responsible for ensuring that the home complies with National Minimum Standards, The Care Standards Act 2000 (Registration)(England) Regulations 2010, The Children's Homes (England) Regulations 2015 and in accordance with the Care Standards Act 2000. All duties must be carried out in accordance with prescribed standards, procedures and protocols, taking case related decisions in accordance with the scheme of delegated authority for Children's Social Care Services and within the relevant Legislation governing Regulated Services to ensure the Safeguarding of Children within the home.
- To develop and write the Service Plan which ensures that the home contributes to meeting the objectives and performance targets set within the 0-18 Children with Disabilities Service and Corporate targets to ensure that an efficient and effective service is provided, and to continually develop and improve the service for the young people, performance managing the team to achieve the relevant objectives and targets.
- To recruit, supervise and appraise staff in line with PCC requirements and in accordance with the statutory requirements for Children's Homes and to ensure that the staff have the relevant qualifications, skills knowledge and training to provide an effective and efficient service.
- To develop and maintain partnership and multi-agency working, in order to ensure that services and agencies work together effectively to assess risk and respond to identified need to safeguard children and to promote effective information sharing with partner agencies. This will include pro-actively developing relationships with schools to champion the needs of Children in Care in order to ensure pro-active work to support improved outcomes for the education of the children and young people in our care and developing links with Health services to ensure effective screening of young people's mental and physical health.
- To manage a budget, to ensure efficient and effective use of resources, to monitor expenditure monthly, capturing patterns in expenditure to inform budget planning and setting within the Directorate.
- To secure service improvements through effective audit, feedback, quality assurance, management of data systems, performance management of staff and timely management of complaints in accordance with PCC's required practice and external regulation and inspection.
- To develop and sustain a performance culture which delivers results taking into account national and local requirements and is flexible to meet the changing requirements of the inspection framework and legislation. To design and review performance targets to agreed standards and indicators so that the service continually improves and is at all times ready for its inspections by Ofsted.
- To manage effectively the maintenance and health and safety of the home, ensuring that contractors comply with all health and safety legislation and maintain safe systems of work whilst on site. To effectively audit and monitor fire safety and emergency plans and carry out a full quarterly audit of health and safety systems to ensure that the home complies with all aspects of health and safety legislation and good practice.
- The Registered Manager must ensure that there is management support available for the staff team at all times and is therefore on call 24 hours a day, 365 days per year. This responsibility is shared between the Registered Manager and the Assistant Manager .and Senior Residential Workers.
- To demonstrate awareness/understanding of equal opportunities and other people's behavioural, physical, social and welfare needs.
- To ensure that reasonable care is taken at all times for the health, safety and welfare of yourself, others and to comply with the policies and procedures relating to health and safety within PCC.

<ul style="list-style-type: none"> To ensure that the home maximises bed capacity alongside matching requirements and efficiency of resources. To assist the HOS for the Children with Disability Service to deliver short breaks across the wider service Safeguarding commitment (Include for roles involving work with children/vulnerable adults) We are committed to safeguarding and promoting the welfare of children and young people/vulnerable adults. We require you to understand and demonstrate this commitment. 	
Generic Responsibilities:	<p>To carry out all responsibilities with regard to the Council's Equalities Policy and Procedures and Customer Care Policy.</p> <p>To comply with all Health & Safety at work requirements as laid down by the employer.</p> <p>The council is committed to safeguarding and promoting the welfare of children and vulnerable adults and expects all staff and volunteers to share this commitment.</p>
Flexibility Clause:	Other duties and responsibilities express and implied which arise from the nature and character of the post within the department (or section) mentioned above or in a comparable post in any of the Organisation's other sections or departments.
Variation Clause:	<p>This is a description of the job as it is constituted at the date shown. It is the practice of this Authority to periodically examine job descriptions, update them, and ensure that they relate to the job performed, or to incorporate any proposed changes. This procedure will be conducted by the appropriate manager in consultation with the postholder.</p> <p>In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible the Head of Service reserves the right to make changes to your job description following consultation.</p>

DATE: December 2024

COMPLETED BY: Anita Hewson

	Date Issued: January 2025	Last updated: December 2024
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Person Specification

Job title:	Registered Manager – Cherry Lodge	Directorate:	Children & Young People Services
Grade:		Service / Team:	Cherry Lodge
Date:	December 2024	Completed by:	Anita Hewson

ATTRIBUTES	ESSENTIAL CRITERIA	DESIRABLE CRITERIA
KNOWLEDGE	<ul style="list-style-type: none"> • Knowledge of Child Care Legislation including Statutory Child Care. National Minimum Standards, The Care Standards Act 2000 (Registration)(England) Regulations 2010, The Children's Homes (England) Regulations 2015 and in accordance with the Care Standards Act 2000 • Knowledge of current research relating to Children Social Care generally and specifically to the relevant service area • Knowledge and understanding of good Customer Care. • Extensive knowledge of the physical, social and emotional needs of children and how these can be met within the home environment, with particular reference to the needs of children and young persons resident within Peterborough. • Financial and budgetary responsibilities and procedures. • Experience of working with children with multi disabilities including moderate severe learning difficulties and behaviours that challenge. • Sound knowledge of Safeguarding Principles and statutory requirements • Sound Knowledge of GDPR and confidentiality issues, and the practical application of these principles. • Knowledge of strategic issues affecting residential unit management and the 	

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	associated management of support services	
SKILLS & ABILITIES	<ul style="list-style-type: none"> • Ability to manage staff demonstrated through previous management experience, mentoring and coaching. To provide supervision and leadership. • Ability to manage the performance of individuals and the team and to nurture a positive and learning working environment and culture. • Ability to manage budgets demonstrated through a sound understanding of the principles of budget management. • Ability to communicate with children and young people individually and in groups including non-verbal young people. • Ability to facilitate change and to be adaptable. • Ability to promote the rights of children and young people through presentations, articles, workshops, seminars, training sessions and other. • Ability to establish and sustain effective working relationships. • Understanding of issues of confidentiality • Skills in negotiation with managers, staff and carers to achieve the resolution of issues and potential disputes • Emotionally mature and resilient. Able to handle conflict sensitively and involve respect and credibility. • Commitment to protecting and promoting the right of all children to participate and make choices. Belief in dignity and worth of each individual. • Ability to organise workload effectively and to work under pressure Able to work and achieve deadlines. Able to work on own initiative. • Ability to use resources creatively and flexibly within a contractual framework • Ability to write reports including Service Plans and Reg 45 reports. • Able to strategically plan, forecasting future scenarios and analysing impacts and resources • Creative decision maker able to think laterally to solve problems and issues. • To be trained in a deescalation behaviour management • Able to physically intervene if necessary, with aggressive young people via approved methods having users and staff. 	

EXPERIENCE	<ul style="list-style-type: none"> • Extensive post-qualifying experience in the Residential Care sector including knowledge and experience of working with young people with a diagnosis of ASD, behaviours that challenge, physical health needs and learning disabilities. • Previous experience of multi-agency working • Ability to demonstrate awareness/understanding of equal opportunities and other people's behaviour, physical, social and welfare needs • Ability to practice within safeguarding procedures and demonstrate an understanding of the safe working practices that apply to this role. • Ability to work in a way that promotes the safety and well-being of children and young people/vulnerable adults • Experience of writing reports. • Experience of managing a team of staff and delivering staff supervision. • Experience of responsibility for financial and budgetary responsibilities and procedures. 	
QUALIFICATIONS	<ul style="list-style-type: none"> • QCF Level 5 Management Qualification (as of April 2014). Registered Manager with Ofsted (Interview process separate to and over-rides PCC interview process) 	
PERSONAL CIRCUMSTANCES	<ul style="list-style-type: none"> • Willingness to offer advise "on call" out of office hours. • Full UK driving licence required. • Ability to work flexibly including working shifts and weekends, public and bank holidays, and occasional waking night duties. 	
EQUALITY	Candidates must demonstrate understanding of, acceptance and commitment to the principals underlying equal opportunities. (A & I)	
CUSTOMER CARE	Knowledge and understanding of effective customer care (A & I)	

[At the end of each criteria the following codes are used to indicate how the criteria will be assessed: (AI) Application / Interview, (P) Presentation, (W) Written Test.]

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