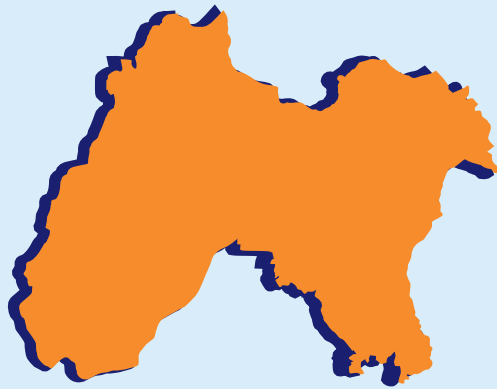




# 5abcare

Putting the welfare of children first and  
committed to giving children an opportunity

## Job Description

Deputy Manager



Job title: **Deputy Manager**  
Responsible to: **Registered Manager**

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**Summary:**

To be involved in shaping and delivering the home's Statement of Purpose and supporting the registered manager and team to achieve the same. To provide high quality care services that supports the needs of children and young people, to be an advocate for their well-being and to provide strong, motivational leadership to the team.

**Essential:**

- Possession / Working towards - Diploma level 5 Leadership & Management
- Possession of Diploma level 3 – Children and Young People
- Excellent communication skills and ability to work as part of a team
- Excellent knowledge of the care needs and care plans of specific young people at the placement and of those of looked after children generally
- Willingness to undertake training as directed by Registered Manager
- Ability to take increased levels of professional responsibility
- Ability to identify their own and others professional, care and training needs

**Main responsibilities:**

- To assist the registered manager to ensure the efficient operation of the service in accordance with the relevant legislation, policies and procedures and the Statement of Purpose for the home.
- Responsibility for safeguarding and promoting individual rights; providing good quality care, free from oppression, and where differences are respected and valued.
- To support the implementation of a development plan for the service that ensures the delivery of a high quality, (clinically) informed practice.
- Achieve the highest standards of care for the children and young people which reflects their individual care planning objectives.
- To co-ordinate and monitor casework and administrative functions of the home and evaluate standards of performance.
- To assist and supervise the continual assessment of the needs of the children and young people, and to identify and prepare specific development plans—ensuring the most appropriate service provision.
- To be involved in the recruitment, induction, mentoring, and supervision of new employees.
- Contribute to a comprehensive team training and development programme, enabling the service to have all the necessary skills and expertise levels available to meet the needs of the young people.
- Support the registered manager to promote teamwork and ensure good organisation retention.
- Demonstrate effective leadership and staff co-ordination and be a role model of excellence for staff.
- To contribute to the development of appropriate relationships with, and between adults, young people and other stakeholders.
- Liaise with the various internal and external multi-disciplinary teams and commissioning authorities, to ensure that the care needs of new, and existing children and young people are met.
- To chair meetings, reviews and discussions as necessary, as directed by the registered manager.
- To ensure professional ethics and behaviour is demonstrated by all adults at all times.



### Main responsibilities: Continued

- Ensure that there are efficient and known channels of communication for the appropriate dissemination of information, instructions and reporting back within the home and that all staff are fully conversant with their duties, rights and levels of responsibility.
- Actively co-ordinate the service provision and be a focal point for support, advice, and coaching to all adults within the home.
- To organise duty rotas in order to ensure that the needs of the young people are always met.
- To ensure that the company's financial and administrative procedures are adhered to, and to work within a set budget.
- Ensure all professional practice and medication processes within the home are conducted in line with legislation.
- Ensure all necessary documentation required by regulators is completed to a high standard, and be available for inspections, checks, or interviews as requested.
- To promote appropriate and therapeutic relationships between adults and young people and their families, promoting the children and young people's involvement and participation in the day-to-day life of the home.
- To be part of an on-call system, and to work flexible hours to meet the changing needs within the home.
- Maintain a clean and safe environment. Ensure that the physical state of the building is maintained to a high standard, and that all repair/maintenance problems are dealt with promptly.
- To participate in a range of corporate and management activities as defined by the registered manager.
- Any other such duties as may be required from time to time by the registered manager or their authorised representatives.
- Ensure that safe working practices are employed by all adults at all times in accordance with the health and safety at work legislation.
- To co-operate with designated personnel exercising their responsibilities in relation to the Health and Safety at Work Act.

### Schedule:

- Working hours to be agreed with the registered manager (this will include office hours and shift working)

### Job types:

- Full-time

### Additional benefits:

- Blue light card
- Casual dress
- 224 hours annual leave
- 3% Employer pension contribution
- 100% training funded by employer (Inc. diplomas Level 3,4 & 5)
- Competitive salary with overtime at a flat rate of £14.50 p/hour
- Free DBS check
- Refer a friend bonus scheme up to £500
- Comprehensive induction programme
- Career progression for all roles
- Therapeutic training & consultation for all staff
- A great work/life balance
- Team building events
- Electric car scheme

**Click to Apply**  
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