



Job description	
Job title	Deputy Manager – Bedford
Grade	Pay Band K
Directorate	Children's Social Care
Section/team	Residential Services
Accountable to	Registered Manager
Responsible for	Knowsley's children's homes setting
Date reviewed	02.01.2024

Purpose of the Job

Under the supervision and direction of the Registered Manager, the Deputy Manager will individually, and as a team member:

- Support the Registered Manager deputising when the manager is off or away from the home.
- Liaise with social workers and other professionals to co-ordinate care plans and meetings.
- Participate and lead in relevant meetings i.e., Practice Improvement Operations Group, Access to Resources Panel, Periodic Management/Deputy Managers meetings.
- Attend meetings in the absence of the registered manager.
- Deputy Manager attends relevant corporate training events and updates staff and ensure any changes are reflected in day-to-day practice.
- The Deputy Manager must respond to the changing needs of the service. Monitor the use of the service – create and contribute to the changing needs of the service.
- Provide appropriate care, quality assurance and supervision of children accommodated in the home.
- Devising rota's that respond to the needs of young people ensuring sufficient staff are on duty to meet the needs of young people and were appropriate parents/carers.
- Co-ordinate planned integration to the service for young people, parents/carers, whether they are accessing the children's home or edge of care service.
- Ensure key workers and other staff work to the best interests of young people.
- Ensure preadmission paperwork is completed and historical information including risk assessments form the placement plan for individual young people.



- Prepare young people for transition in into their own families or into a situation where they can care for themselves with appropriate support and guidance.
- The Deputy Manager will ensure every effort is made to ensure a smooth transition for young people to their appropriate placements whether that be with a family member or independent living arrangements.
- The post holder will have good working knowledge of services available to meet the ongoing needs of young people as we step down services to independency
- The post holder will work in a flexible way to meet the changing demands of the service.
- They will support the Manager and work alongside the staff team prioritising the needs of the young people, 1-1 sessions, appointments, activities, day to day care needs.
- The Deputy Manager will fill staffing gaps and ensure the registered manager is aware of any difficulties if they can't resolve them in the first instance.
- To work within the statutory framework as set out in the Children's homes Regulations and Quality Standards Completing Annexe A and monthly audits in preparation for Ofsted inspection, devising and implementing paperwork which meets the quality standards.
- Monitoring staff use of paperwork and ensuring reports are completed to a high standard periodically.
- The Deputy Manager must ensure that the home reflects Children's rights in a way that maximises participation in relation to the children's homes regulations and quality standards 2015, Children's Act 2004, Care Act 2014 and other relevant legislation working together to Safeguard Children. The homes Statement of Purpose policies and procedures of Knowsley Borough Council.

Duties and Responsibilities

This is not a comprehensive list of all the tasks, which may be required of the post holder. It is illustrative of the general nature and level of responsibility of the work to be undertaken.

Assessment and Review

- Provide support as determined by the Registered Manager to enable children and young people to be accommodated in accordance with statutory and departmental regulations.
- Contribute to impact risk assessments and matching young people. Ensure staffing is appropriate and meets with regulations, with the guidance and oversight of the Registered Manager.
- Identify any gaps in training and knowledge and report to the registered manager, sometimes during supervision sessions with the staff team.
- In consultation with the Registered Manager, ensure that individual care plans and action plans are properly implemented and that RCCO staff



input is efficiently coordinated. They will review and update paperwork as necessary ensuring the registered manager is informed and approves.

- Meet regularly with the registered manager and other Deputy Managers to discuss any service issues.
- Ensure that daily records and appropriate statistical information are well maintained and kept up to date and communicated to team members, in particular the Registered Manager.

Specific Duties

- Monitor compliance with Quality Standards as appropriate and report any difficulties to the Registered Manager. Complete Annexe A alongside monthly audits.
- When required to supervise a small team of staff under the direction of the Registered Manager. To be responsible for all HR matters for those staff members and provide monthly supervision.
- The Deputy will have a day to day working knowledge of young people and the home and will respond in the first instance to any issues arising.
- Coordinate day to day repairs and report to maintenance section.
- Ensure the staff team understand the relevant paperwork to be completed by contractors before any maintenance work is carried out.
- Understanding of general domestic arrangements in the home and mentoring of new staff.
- Ensure safe systems of work are in place and that all staff are aware of COSSH, infection control and relevant risk assessments.
- Coordinate requests for leave and training forwarding to the Registered Manager approval
- Coordinate any rota cover required in consultation with the Registered Manager.
- Deputy Manager with the manager checks timesheets completed by staff against the rota to check for any anomalies before the manager/business support inputs them electronically and the Registered Manager approves.
- Consider young people, risk assessments, staffing, and costs to the service. Report any shortfalls to the registered manager.
- Coordinate team meetings and chair in absence of Registered Manager.
- Ensure diary commitments for the home are auctioned by the appropriate members of staff.
- Take part in training appropriate to the post.
- Uphold policies and procedures and report any difficulties to the Registered Manager. Update and review policies and report to the registered manager any updates which may be required.
- Fulfil any other tasks commensurate with the grade as directed by the Registered Manager.

Financial

- Monitor petty cash and report any discrepancies to the Registered Manager over seeing, along with the manager the finances within the home. This would include regularly briefing the Registered Manager



ensuring sufficient petty cash is available to cover food, activities, young person's personal needs. Check all receipts against the book, ensure the correct codes have been entered. Ensure reimbursements are entered correctly as well as deductions. Batch receipts and ensure no discrepancies then enter this electronically. Inform the registered manager that this has been completed.

- To act as a designated signature across all Knowsley Residential Homes for cheques and payroll sheets.
- To ensure all payroll sheets are completed for all staff members in line with council deadlines and submitted to Register Managers for approval.

Individual Support

- Ensure that appropriate control, help, and guidance is given to young people within a supportive relationship in keeping with legislation, and departmental policies and procedures.
- Work with and advocate for the best interests of children and young people assisting them to contribute and participate in the care planning process, consulting with significant persons in their lives also.
- To compile and present written reports for, and to participate in, all meetings concerning the young people as required by the Registered Manager.
- Will communicate effectively with a variety of parents, children, families, and professionals in a variety of arena's which include, young people, parents/carers, relevant professionals, staff team, managers, service managers, trades people.
- Manage a workload providing direct care and support to young people and their families.
- Supervising staff on a daily basis to ensure cases are managed appropriately.

Teamwork

- Participate in and contribute to meetings, training courses, staff development programmes, supervision and performance, review and development processes as directed by the Registered Manager.
- Implement the quality standards within young people's files offering guidance to staff on completion and ensuring deadlines are met.
- Assist the registered manager in the recruitment and selection of new staff and the induction process.
- To be aware of the complaints and whistle blowing procedures and ensure that young people and staff know how to use them.
- Maintain an up-to-date knowledge of relevant legislation, research, policy, and procedures adhering to statutory guidelines and audit recommendations.



- The Deputy Manager must work in a flexible manner which meets the increasing demands of the service and its resources.

Health and Safety

- To participate in ensuring that suitable and sufficient risk assessments are carried out, reviewed, and updated routinely, taking into account employee's capabilities.
- To use equipment as instructed and trained.
- To inform management of any health and safety issues which could place individuals in danger.

Data Protection and Information Security

- Implement and act in accordance with the Information Security Acceptable Use policy and Data Protection Policy,
- Protect the council's information assets from unauthorised access, disclosure, modification, destruction, or interference,
- Report actual or potential security incidents.

Knowsley Better Together – Staff Qualities

The following qualities have been adopted by the Council and apply to all employees. You are expected to embrace and display these qualities. Your line manager will discuss your behaviour with you, during your My Time and My Time Extra meetings.

- **Integrity** – You are required to be open and honest, maintain high standards of personal behaviour and display strong moral principles.
- **Accountability** – You must take personal responsibility for your actions and decisions and understand the consequences of your behaviour.
- **Communication** – You must listen and talk to others, taking account of other people's points of view. You should share information and strive to work together.
- **Respect** – You must treat people with care and dignity, observing the rights of other people, and helping and supporting others where you can.