



Job description			
Job title	Deputy Manager – Residential		
Grade	K		
Directorate	Children and Young People		
Service/team	Residential		
Accountable to	Registered Manager		
Responsible for	Not applicable		
JE Reference		Date Reviewed	14.07.2026

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 by deputising in their absence.
- Liaise with social workers and other professionals to co-ordinate care plans and meetings.
- Participate and lead in relevant meetings ie, Practice Improvement, Access to Resources meetings and Management Meetings.
- Attend meetings in the absence of the Registered Manager.
- Support the Registered Manager in monitoring the service and respond flexibly to the changing needs of the service.
- Provide appropriate care and supervision of children living in the home.
- Devise a rota which meets the needs of the service ensuring that there is sufficient staffing with the correct level of skills and qualifications to meet the needs of the individual children and young people living in the home.
- Help to co-ordinate plans for children and young people transitioning into or out of the home.
- Devise and implement paperwork/ plans which meet the quality standards
- Supervision of staff working in the home both formally and informally.
- To work within the statutory framework as set out in the Children's Home Regulations.
- Promote and protect children's rights.



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.

- Contribute to impact risk assessments and considerations regarding the home's ability to meet the needs of each individual young person taking into consideration the location of the home and other children and young people already living in the home.
- Identify any gaps in training/ knowledge of the staff team
- Ensure all plans in place for children and young people are properly implemented
- Co-ordinate day to day repairs required in the home
- Co-ordinate any rota cover which may be required
- Monitor and manage the petty cash ensuring that budgets are being adhered to
- Assist the Registered Manager with staff recruitment, supervision, sickness and absence management and training as required.
- To participate in ensuring that suitable and sufficient risk assessments are carried out, reviewed and updated.
- Maintain an up to date knowledge of relevant legislation, research, policy and procedures adhering to statutory guidelines and audit recommendations

As part of your role with the Council, you share a collective responsibility to support and champion children and young people who are cared for by the Council and young people who are care experienced. Children and young people tell us that including this in all job descriptions "is good" because they want all Council employees to understand how important it is to "treat children in care and care experienced young people as they would their own". We ask that you do this with the same commitment, care and ambition that any parent would, regardless of your job role or service area. Children and young people tell us that they want all Council employees to be "genuine", helping to create a supportive environment, remaining alert to any worries and concerns, and ensuring that safeguarding is promoted and responded to appropriately.



Knowsley Better Together – Staff Qualities



Health and Safety

- To use equipment as instructed and trained.
- To inform management of any health and safety issues which could place individuals at risk.

Data Protection and Information Security

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