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Assistant Manager Job Description

Main Purpose of the Job

To work within a three or four-bedded Residential Children's Homes in Braintree/Harlow/Dunstable, which is registered for children between 11-18 years old with emotional and behavioural needs. To assist the Manager in achieving the aims and objectives of the Statement of Purpose. To support the staff team to enable them to meet the needs of the children and young people. To undertake direct work with children and young people as appropriate. To ensure each shift is planned and resources allocated. To work in partnership with other professionals to achieve positive outcomes for young people. To facilitate supervision and support to staff in line with the Children's Homes Regulations and Quality Standards and as directed by the Registered Manager.

Duties & Responsibilities

To meet the needs of children through:

- Ensuring that each member of staff is aware of each child's care plan and their responsibilities for its implementation.
- Attending childcare reviews, prepare review and weekly reports.
- To assist the Home Manager in planning other relevant meetings as required.
- Undertaking direct work with young people and acting as an appropriate role model.
- Maintaining accurate written records in logs, continuation sheets and files both to record information and enable regular monitoring and evaluation to take place.
- Chairing children's meetings and facilitating consultation with young people generally
- Acting as an appropriate adult.
- Providing supervisory control and direction in relation to staff duties and responsibilities.
- Taking responsibility for planning shifts and ensuring their smooth running when on duty.
- Providing consultation and informal advice and support to staff in relation to day to day matters.
- Facilitating 1:1 supervision to staff in line with the Children's Homes Regulations and Quality Standards.
- Contributing to team and staff meetings to facilitate good communication and staff development.
- Ensuring staff work within the Home's policies, procedures and the Children's Homes Regulations and Quality Standards requirements.
- Ensuring general daily tasks within the home are completed.
- Providing an out of hours on call support service on a rotational basis.

Hours of Work

You are contracted to work two whole shifts and eight office hours per week. When working a whole shift, you will be expected to work the shift times specified. These are:

10:00am until 11:00pm, then a rest/sleeping period resuming at 08:00am until 10:30am the following day.

You are expected to work a minimum of one weekend in every three. Weekend shifts are classed as the Saturday to Sunday shift, or the Sunday to Monday shift and to work over an agreed proportion of the Christmas, New Year and Bank Holiday periods.

You are also required to cover an on call service on a rotated basis.

If you spend the odd extra time working i.e. when a young person hasn't gone to bed on time, or cannot settle this will be classed as part of your job and not overtime. Regular extra time such as getting up early during school terms will be paid at the normal rate. Obviously if you are up for long periods during the night due to a young person absconding and police attending the home etc, the hours you work will be paid. This is not classed as a waking night but extra hours worked and will therefore be paid at the normal individual rate.

Rates of Pay

Salary £26,000 per annum. Hourly rate = £11.29 per hour. Any additional shifts will be paid at £200.00 per shift.

Holiday Entitlement

5.6 weeks paid holiday per annum. No more than two weeks leave to be taken at any one time and not at the same time as the Home Manager. In exceptional circumstances, this may be extended with prior agreement from the Era Care Ltd's Senior Management Team.

Required Qualifications

A minimum of one year's experience in working within an adolescent childcare residential setting, for children who present emotional and challenging behaviour and the QCF Residential Childcare or equivalent (NB. Applications will be considered from those who may not hold this qualification as yet, but are working towards it and have relevant experience).

All applicants must hold a full UK manual driving licence.

Assistant Managers will also have the opportunity to work towards QCF5 Leadership and Management in Residential Childcare. Staff are expected to contribute towards the cost of this training.

The position is subject to a six month probationary period