



Candidate Information Pack

Registered Manager



Advert

The role

Parkwood Care are looking to recruit an experienced Registered Manager who is passionate about providing the highest standard of care. In this role, you will be responsible for the provision of leadership, direction and management of the residential children's service and ensure that the service is compliant with Children's Homes Regulations.

This role also involves the supervision and mentoring of staff, organisation of work patterns and facilitation of care focused training and accessing of appropriate services to support childcare practices within the home.

About you

We are an innovative organisation with ambitious growth plans and are looking for candidates with a positive attitude, energetic and self-motivated and are looking for a career that makes a genuine difference to the lives of others to join our management team.

You will need to be qualified to Level 5 Diploma in Leadership and management for Health & Social Care & Children and Young People Services or equivalent and have experience of working in partnership with key stakeholders including families, Social Workers, Ofsted and other professionals.

In line with Ofsted regulations, you should have a minimum of 2 years childcare residential experience within the last 5 years. Our preference is that you have significant management experience within a Registered Manager role with proven outcomes in an Ofsted 'good/outstanding' home. The successful applicant will also be required to complete their registration with Ofsted.

Why work for us?

At Parkwood Care we believe that looking after not only young people but also staff is incredibly important. We offer a fantastic range of employee rewards and benefits, including:

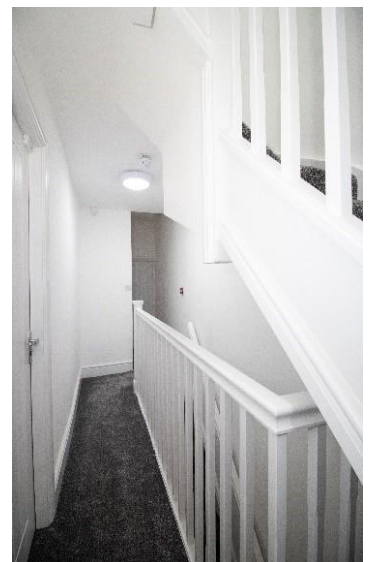
- A highly competitive salary
- Minimum of 28 days leave each year (this includes bank holidays)
- 40 hours working week
- Private Healthcare (with Vitality)
- Pension Scheme
- Full clinical supervision both individually and as a team
- Family friendly policies, including maternity, paternity and adoption leave

For further details about this role or informal discussion, please contact Chris Dunsdon, Director on chris@parkwoodcare.co.uk

About Parkwood Care's Services

Children are at the very heart of what we do at Parkwood. The directorial team have more than 60 years' experience of working with vulnerable young people and come from a range of backgrounds that have worked extensively with social care providers and teams. Parkwood Care was born out a need to see Children's Homes run and managed far better than the companies we had previously seen.

Our homes are beautiful. They represent what we believe to be the most fundamental characteristics of Parkwood in that children in care deserve the best possible chance of success. This includes the best possible facilities, staff, activities and education



Registered Manager

Job Description

POST OBJECTIVES:

1. To undertake Registered Manager role for Parkwood Care Children's Homes.
2. To be responsible for the organisation, management and supervision of residential services for children.
3. To be responsible for the team-based development of a high quality looked after children practice by ensuring that work is appropriately planned, critically evaluated and reviewed and that key performance indicators are met.
4. To contribute to overall strategic planning and management of the service and to the development of high quality services
5. To lead the team ensuring that the functions of the service are carried out effectively and in accordance with the legislation, regulations, guidance standards and local procedures and priorities.
6. To continually improve services in light of the service user views, performance data and stakeholder feedback

1. Management of People

- To manage the team in line with Service policy, procedures and guidelines.
 - To implement Parkwood Cares Supervision Policy particularly as it relates to residential staff.
 - Address issues concerning staff welfare in accordance with Parkwood Cares policies for staff care.
 - Comply with the Parkwood Cares Health and Safety Regulations.
- 

- Ensure effective induction of new staff joining the residential team as per Parkwood Cares policy and residential home guidance.
- Ensure that the training and developmental needs of staff within the team are evaluated and actioned in accordance with the needs of the young people.
- Ensure that staffing practices of the team are in accordance with Parkwood Cares policy e.g. In relation to casual/temporary employment.

2 Management of Finance and Resources

- Management of all budgets held by the residential home under span of control.
- Responsibility for budget monitoring and for the control of income and expenditure within approved levels.
- Manage allocation of work in accordance with priorities, ensuring that assessments, care plans and and review functions are implemented where required and monitored and reviewed according to local procedures and priorities.
- Maintain effective workload monitoring within the Residential Home.
- Contribute to the development of unit costs for the Residential Homes activity
- Participate in out of hours management cover as appropriate to the Residential Home.
- Management/Operation of the team according to best value principles.

3 Management of Quality and Performance

- Responsibility for ensuring that work is undertaken to meet agreed standards whilst always striving for excellent practice.
- Drive up quality of practice particularly in relation to risk assessments, record keeping and meeting of statutory timescales.
- Establish, sustain and develop a quality audit system within the Residential Service to ensure that the Team delivers services to the required standards and specifications.

-
- Contribute to the management of quality in the Residential Service.
 - Manage the performance of the Residential Home, setting individual and team targets.
 - Supervise Staff in accordance with the Supervision policy including the regular audit of practice and feedback to staff.
 - Share learning about good practice and contribute to training and development activities to progress continuous professional development for all residential staff.

4 Data analysis

- Develop appropriate systems in conjunction with Parkwood Care directors for the collection of performance data and data analysis.
- Provision of reports using required formats for presentation and analysis of data.

5 Continuous Improvement

- Contribute to the devising, implementing and evaluation of changes with the involvement of front line staff to continually improve services, systems and standards, in conjunction with the Directorial Team.

Parkwood Care is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.



Registered / Team Manager **Person Specification**

Personal requirements of a successful postholder

1. Educational standard/qualification/membership of Professional Institution (indicate grade)

- Level 5 Diploma in Leadership and Management for Residential Childcare or *
- Professional or vocational qualification required for service area (DipSW, CQSW, NVQ Level 3 caring for Children and Young People/Residential Care and Family Support, Nursing qualification, RNLD).
- Management qualification (MBA, DMS, NVQ Level 4, Care Management) or equivalent
- Registered Manager Status

*anyone appointed to the post without a required qualification would be required to undertake and achieve the qualification within three years of their starting date

2. Specialised Training

- Legislation and requirements relevant to service area
- Managing Safety
- Risk assessment (Health and Safety)
- Anti-Discriminatory Practice
- Continuous Improvement
- ICT skills at appropriate standard

3. Experience

- Previous post qualifying experience of the relevant service area
 - Broad experience of staff supervision/practice supervision
- 

-
- Experience of working with children and young people in a residential setting or other equivalent experience
 - Experience of care planning services for looked after children
 - Management of Social Care Services or joint services

4. Key Skills and Competencies

- Manage activities to meet requirements
- Contribute to improvements at work
- Develop teams and individuals to enhance performance
- Develop your own resources
- Develop productive working relationships
- Provide information to support decision making
- Manage the use of physical resources
- Manage the use of financial resources
- Manage the performance of teams and individuals
- Respond to poor performance in the team
- Facilitate meetings
- Manage information for action

5. Key Knowledge

- Legislation, regulations and standards relevant to service area
 - Assessment and care planning process and procedures relevant to service area
 - Human growth and development and relationships
 - Planning and decision-making structures and mechanisms relevant to the service area
 - Social care theory
 - Management theory and practice
 - Government and local objectives and targets for the service area
 - Role and function of key partner agencies in the statutory and voluntary sector
 - Knowledge of current developments in relevant service area
- 

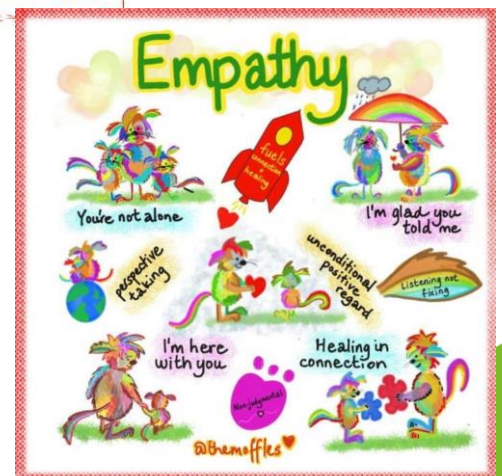
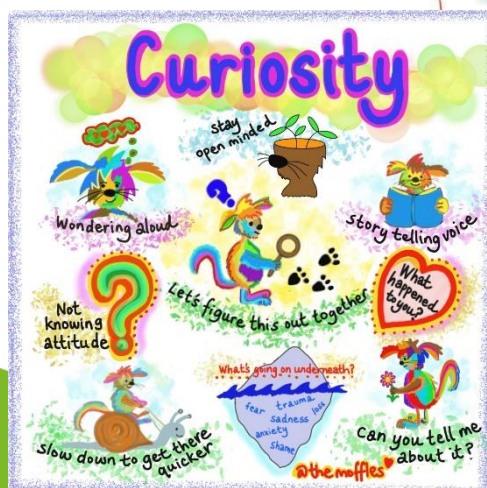
6. Key Aptitudes and Personal Qualities

- Ability to demonstrate leadership
- Willingness and ability to make informed and timely decisions
- Negotiation skills
- Ability to identify, analyse and communicate complex information
- Ability to communicate effectively in a variety of media
- Ability to influence others
- Ability to manage change
- Personal integrity and flexibility
- Public service orientation
- Ability to manage stress and work under pressure
- Able to work flexibly to meet the needs of the service

Parkwood Care is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Please visit our website at:
www.parkwoodcare.co.uk

Where you will find more information about what we do, the models we use and the ethos and values we instill in everyone...



Contract Type: Permanent

Salary: £44,000 - £49,000 + 11,000 of bonuses (if targets met)

Hours: 40 hours per week

Base Location: Monica Grove, Levenshulme, M19 2BW

Assessment Date: To be arranged

This post requires an Enhanced DBS Disclosure.

