

Registered Manager JD

About You:

As a Registered Manager, you will play a crucial role in leading and managing our care teams to ensure the delivery of exceptional care and support to our children and young people. You will be responsible for overseeing the day-to-day operations of our care homes and services, ensuring compliance with relevant regulations and legislation. With a focus on a trauma-based approach, quality, safety, and person-centred care, you will work closely with our staff to create a supportive and positive environment for our children and young people.

What makes Salutem Different?

At Salutem Care and Education, we recognise the value and wisdom that come from all stages of life. Join our team to be a part of a community that truly appreciates the richness of age diversity.

👍 **We are a Global Top 100 Inspiring Workplace** - We celebrate our recent recognition as a top 100 Inspiring Workplace Globally with special recognition for our efforts in communication and employee experience.

👍 **We have a trauma-based approach to working** – We are working in partnership with multi-award-winning Innovating Minds, setting a precedent as the first residential children's home service to take progressive steps to deliver trauma-informed care.

👍 **Our Competency Framework** – You'll have a transparent path to progress through our career pathways and pay bandings. This means you'll always know exactly what skills and achievements are needed to advance in your career.

👍 **We have developed a core and cluster model** - We specialise in supporting children and young people who have emotional and behavioural needs, autistic spectrum condition, and physical / learning disabilities with access to education opportunities being at the core of our work.

Our Manager Bonus Scheme:

As a company, we place great importance on the success of our managers and aim to reward those who excel in their roles. Our esteemed Management Bonus Scheme considers a comprehensive set of key performance indicators, ranging from inspections and audits to staffing, finances, training, annual leave, sickness, and beyond. This incentivizes our managers to strive for excellence in all areas, as meeting targets across the board will result in a performance bonus of up to 20%. Our commitment to recognising and rewarding your hard work is just one of the many reasons to consider a career with us.

What will I do as the Registered Manager?

- Responsible for all aspects of staff recruitment, effective deployment of staff/bank and Agency workers across the service, referrals, admissions and care practice.

- Ensure the service delivers at a high level to meet the young people's needs and can provide quantitative and qualitative data to evidence the outcomes achieved by young people.
- Guarantee the service meets and complies with all regulatory and statutory requirements as a minimum. Deliver the service to meet all contractual standards of placing authorities and where possible exceed the standards.
- To support and directly line manage the team with delegated responsibility to the Home's senior management team.
- Establish that efficient and effective administrative and electronic systems are in place and being used to meet obligations for recording and reporting to comply with both Salutem's and Ofsted's reporting standards.
- Certify that the service performs within budget and at a level to achieve the highest Ofsted inspection rating, supporting a programme of continuous business improvement.
- With the support of the Regional Director, responsible for the forward vision, strategic planning and generation of a pipeline of continuous business, building up and maintaining a sound reputation for the Home.
- Assure systems are in place to audit the quality of the care provision against nationally agreed standards of quality, Ofsted and regional Local Authority consortia. Working closely with the Regional Director and the Director of Quality and Compliance.
- Ensure the service provides a child-centred and child-focussed environment where appropriate detailed assessments (care plans, risk assessments etc.) and programmes of activity are undertaken to meet the core needs of each young person. Ensure the delivery of detailed care planning, regular monitoring and review takes place.
- To ensure all staff fully understand their roles in the context of supporting young people with SEBD within a residential care environment. To ensure regular and effective meetings are maintained to enhance and develop integrated care and education practices. Ensure effective communication and team working and the operation of the key worker role.
- Develop and maintain effective partnerships and relationships with referring authorities, LADO, Inspectors from the Regulatory Body (currently Ofsted) and other professionals to ensure the service represents high standards of residential care; provides for new and continued placements and an overall positive impression of the company.
- Deliver the service within agreed occupancy and fee levels as identified through the business planning and budget annual targets. To lead the annual business planning and budgetary process in liaison with the staff team and Regional Director.
- Fulfil your responsibilities under Health & Safety legislation and policy to provide a safe environment for all. Ensure the service operates effective systems to satisfy the company's corporate responsibilities.
- Ensure the effective operation by those with delegated authority the company's performance management systems to induct, supervise, appraise, manage and develop

staff to deliver quality care and a consistent professional service to meet the existing and changing needs of the young people.

- Secure effective budgetary and petty cash systems are operated by all with designated authority, to support the effective financial management of the service. Ensure temporary cover is utilised effectively and resourced to meet operational demands and safe working ratios, without compromising standards.
- In liaison with the Regional Director develop, operate and continually review the service development plan to ensure it meets the objectives agreed and set.
- To promote the vision and values of the company to provide services with a clear sense of purpose and agreed way of working.
- To establish clarity about how staff need to be led and managed to support an environment where staff's health and wellbeing is considered, staff feel motivated and engaged contributing to the achievement of the company's and service's objectives.
- Provide support, guidance and direction to the senior team to enable them to perform their roles effectively. Act as a mentor to support their development as a first line manager.
- To ensure that the statutory and core training percentage is at a level exceeding national standards or expectations wherever possible.
- To ensure the service operates with trained and qualified staff and are accessing appropriate training and development opportunities. Ensure the mandatory training compliance data is utilised to monitor training and take action accordingly.
- To investigate incidents, complaints or allegations in line with established procedures. Represent management on disciplinary panels and as an investigating officer.
- Be responsible for keeping up to date with current trends in childcare, changing legislation, research and best practice. Disseminate to the staff team for their ongoing development.
- Carry out all duties in accordance with Salutem Group policies, procedures and practice with particular regard to health and safety at work, EEC directives, health and hygiene, vulnerable adult protection and equal opportunities
- Fulfil other duties reasonably considered by management as necessary for the safe and successful running of the home.

You must have within the last 5 years, worked for at least 2 years in a position relevant to the residential care of children; (worked for at least one year in a role requiring the supervision and management of staff working in a care role; and by the relevant date, attained— the Level 5 Diploma in Leadership and Management for Residential Childcare (England) ("the Level 5 Diploma"); or (a qualification which the registered provider considers to be equivalent to the Level 5 Diploma.