

JOB DESCRIPTION - HOUSE MANAGER (BLADON HOUSE SCHOOL)
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Job Description:	HOUSE MANAGER
Responsible to:	Senior Care Manager & Registered Manager
Hours:	39 per week
Functions of the post:	To provide leadership & management to a team of residential staff in order to achieve a service that provides the young people with outstanding care.

Duties and Responsibilities:

1. Always work towards exceeding the demands of the National Minimum Standards to provide an outstanding service for the young people
2. You will behave in a professional manner whilst at work and you will not bring the Home into any form of disrepute as a result of your behaviour outside of your working hours.
3. Carry out duties in line with the Home's Statement of Purpose, and all SENAD Policies and Procedures.
4. Provide a development file detailing the progress made against the Home's Development Plan and the development of the young people.
5. Undertake senior-on-duty, senior-on-call and senior-sleep-in as and when required.
6. Work in a flexible way so that you have an overview of the whole week and the team of staff you are responsible for.
7. Managing the performance of all staff to ensure high quality of support and care. This will be achieved through quality supervision, constructive management performance reviews and observation of practice.
8. Work with HR and the Health and Safety Coordinator to ensure the close monitoring of absence, risk assessment and any other personnel matters which affect the running of the house.
9. Maintain and monitor the ISIS system using the data to monitor absence/holidays and performance issues.
10. Ensure the house is covered throughout the week taking in to account absence, sickness cover, appointments and any other matters. Where possible the cover will be negotiated and managed in advance to avoid last minute decision making and to avoid disruption to the young people.
11. To ensure key workers are proactive in supporting the young people through a robust PBSP, the setting up of communication systems and the sharing of information with their colleagues. You will monitor the key worker and support their role. (Team Leader)
12. Monitor the completion of all records in accordance with the NMS & Senad policy on Children's Case Records.
13. Ensure you have a team of trained staff to administer medicines according to the policy of the Home and the Children's Homes regulations. Ensuring all trained staff

are assessed appropriately. To conduct medication audits on a regular basis and ensure that your team are regularly auditing and ordering medication as appropriate.



14. Undertake frequent quality assurance audits within the house area in accordance with National Minimum Standards.
15. Undertake relevant training programmes as required by the National Minimum Care Standards and any other training as recommended by the school.
16. Work in partnership with colleagues and other professional bodies to work towards the achievement of the Young People.
17. Ensure attendance at meetings and the relevant preparation for meetings is completed as required and all information is passed on.
18. Responsible for the monitoring and safe keeping of all monies both young people and the school's ensuring concise records are maintained.
19. Undertake any other duties as maybe required within the competency of the role.
20. Undertake any other duties as directed by your line manager(s).
21. To comply with and ensure Staff observe, Health and Safety Legislation and Health and Safety Policies in relation to;
 - i) Young people Risk Assessments
 - ii) Activity Risk Assessments
 - iii) Internal Health and Safety Audits within the House Units.

You as an employee are required by the Health and Safety at Work Act 1974 to:

- Take reasonable care for the health and safety of yourself and others who may be affected by what you do or don't do;
- Co-operate with the Company to ensure compliance with the law;

and under the Management of Health and Safety at Work Act 1999 you as an employee are required to:

- Inform your employer of any situation which you consider represents a serious and imminent danger and any shortcoming in the employer's protection arrangements for health and safety.
- Ensure you do not misuse or interfere with equipment provided for your safety or the safety of others.

Supporting literature;

- Employee Handbook
- Codes of Practice (General Social Care Council)
- Every Child Matters: Change for Children
- National Care Standards