

# Job description

## Job title

Assistant Manager

## Hours

37.5 hours

## Contract

Permanent

## Role profile and grade

PCS30S - Grade 3, Point 7

## Salary

Starting salary £34,653 per year (£17.77ph) **from 1<sup>st</sup> April 2025**

## Additional Payments

Sleep in payment of £100.80 per sleep – example, based on 2 sleeps per month can add an additional £2,419.20 a year.

Enhanced pay for weekend shifts - 25% added to your hourly rate of pay (£22.21ph).

## Location

Bramhall Park, Cheadle Hulme

## Reports to

Registered Manager

## Type of DBS required

Enhanced, Child & Adult Workforce & checked through both the Child & Adult Barred Lists (we will apply for this on your behalf)

## Job purpose

The postholder will be directly accountable to the Registered Manager, to support the role of the Manager and deputise in their absence, taking responsibility for the management of the home, including the staff team, practice, budget, resources and the welfare of children and young people. Share responsibility for ensuring that all practices are developed and performed within the organisational policies and procedures and the legislative framework pertaining to children and young people. Safeguarding children and vulnerable people is a priority for all employees. Supporting the organisations out of hours on call systems. The post holder will be based at one of our residential homes in the Northwest. Employees should note, however, that they are employed by the Trust and may be required at some point to work at other appropriate Together Trust homes within reasonable traveling distance.

The key objectives are to ensure the home operates within the legal framework and children's home legislation, ensuring compliance and delivering positive outcomes for the young people you support.

Our homes primary aim is to create an environment of constant warmth, And to be responsiveness to need, with the opportunity for children to experience positive adult/child and peer group relationships. It is the Trust's belief that, in these new relationships, children can re-experience conflict with positive rather than negative resolutions.

However, the nature of the work in the Trust is varied and, in many instances, unpredictable. All staff are therefore expected to work in a flexible way and tasks that have not been covered in the job description have to be undertaken.

Main duties will include assisting the Manager with devising and monitoring of systems to ensure that the staff team carries out all duties and responsibilities as prescribed within their job descriptions, policies and procedures.

There may be occasions when the Assistant Manager will be expected to work flexibly to include weekends, evenings and sleep-in duties. A number of hours will be spent attending meetings, staff meetings, undertaking supervision, annual appraisals, training, and young people's reviews.

## Key responsibilities

- To support the development of a style of leadership and organisational culture to ensure open and participatory management and practice, promoting the well-being of individuals and a positive image of residential care.
- Participate to establish an enabling culture, and effectively manage a home which enables children and young people to achieve optimal outcomes in a safe and secure environment.
- Implement practices which foster positive working relationships productive networks with all stakeholders and local communities.
- To actively assist with the selection, recruitment and retention of staff to ensure a safe, nurturing and positive environment.
- Have responsibility for development and motivation of teams, individuals and self to enhance performance.
- Contribute to the management and monitoring of budgets to achieve efficient and effective use of resources and delivery of a high-quality home.
- Contribute to the strategic direction and development of the home, consulting and working with others to produce proposals and plans as required.
- Taking due regard of legislation regulation and organisational policies, develop, implement and monitor systems which ensure standards are achieved to maximise a high quality of care in an environment that affords protection and appropriate control.
- To undertake such other tasks deemed appropriate to the post and the remit and development of the home.

## Other responsibilities

- Actively engage with the Together Trust's vision, mission and values.
- Commit to promoting equality, diversity and inclusion.

## Person specification

You will need demonstrate the extent that you have the necessary requirements for this role. Please use examples in your application how you match the criteria in the person specification and your experience of the responsibilities outlined for the role.

	Essential	Desirable
<b>Education, qualifications and training</b>	<p>QCF level 4 Leadership &amp; Management in care or ability to achieve.</p> <p>QCF level 3 Health &amp; Social Care (Children &amp; young people) or equivalent</p>	<p>DipSW, CQSW, CSS, Management qualification, NVQ level IV or equivalent D32/D33.</p>
<b>Experience and skills</b>	<p>Significant residential care experience.</p> <p>Evidence of continuing professional development.</p> <p>Supervisory Experience.</p> <p>Ability to organise and manage the planning and implementation of new developments within time constraints.</p>	<p>Experience of working with statutory and voluntary agencies including contracting.</p> <p>Basic IT Skills.</p>
<b>Knowledge and understanding</b>	<p>Knowledge of the National Care Standards.</p>	<p>Experience of working within services of relevant client group.</p> <p>Knowledge of the Disability Discrimination Act.</p> <p>Knowledge of the Disability Discrimination Act.</p>
<b>Other</b>	<p>Passion to develop further services for children/young people.</p>	<p>A clean driving licence held for twelve months.</p>

	Interview.	
	Tolerance, patience, sensitivity, warmth, understanding, humour, flexibility and decisiveness.	

Applications are welcome from all regardless of age, disability, marriage or civil partnership, pregnancy or maternity, religion or belief, race, sex, sexual orientation, trans status or socio-economic background. We are committed to making reasonable adjustments for disabled people. We positively encourage applications from those with lived experience.

### Additional information

The work at the Trust for those working directly with the young people can on occasion be physically demanding and employees must be able to undertake in full the requirements of the job and requisite training.

For the safety of staff and the young people, training will be provided to assist employees to carry out their role, specifically the Movement & Management of Loads & People, Emergency First Aid and PROACT SCIPr UK training (this provides staff with the skills to carry out the sometimes-necessary safe holds in a non-threatening way). Employees will be required to fully participate in all training.

Having a disabling condition does not preclude you from working for the Together Trust. However, you should make the Together Trust aware of any adaptations required to enable you to undertake the work.

We are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all its staff and volunteers to share that commitment.

The Together Trust is committed to equality and diversity, but is underrepresented in the work force by men, men and women from ethnic groups and people with disabilities. The Together Trust therefore welcomes applicants regardless of their racial, ethnic or national origin, religion or beliefs, disability, sexuality, age or responsibilities for dependents.

