



Position	Deputy Centre Manager	
Responsible to	Registered Centre Manager	
Location	The Ark Respite Centre, Redcar	
Pay: £38,000 - £45,000	Type of position: Permanent, Full-Time	Hours: 38hr shift work. Duties also include being part of 'on call' rota 28 days holiday inclusive of bank holidays

Introduction

We are seeking a deputy manager who will support the Registered Manager to ensure high quality care, is delivered to the children who access the short break provision.

The Deputy Manager role needs a highly organised person who is a natural leader and has the ability to lead a team of 18 respite workers

You will work directly with children and young people, their families, and carers as well as other relevant professionals identified within the care plan. The ideal candidate will have knowledge of the Children's home Regulations 2015 and have previous experience of Ofsted inspections.

The deputy manager will play a vital role in the development and planning of the service, which will include completing reflective supervisions, annual appraisals and be a confident leader, to be able to complete internal training, coaching and mentoring of colleagues with a view to ensure continuous improvement and delivery of the service.

The Ark specialises in providing short break overnight stays for children and young people with learning and/or physical disability between the ages of 4 and 18 years old. The children who access The Ark may require personal care, medication, behavioural support and support with learning and achievements. Based in a former church, The Ark has been designed and built specifically to create a child centred, non-clinical setting that aims to encourage broad spectrum child development in a safe, fun, and comfortable space.

The centre promotes children and family's wellbeing to assist families to continue to provide care at home.

The centre currently provides support to forty children from six local authorities.



You will be well supported under a Registered Manager and as part of a team of four managers, an allocations officer.

We have created a bespoke space to deliver care in a converted former church, this includes our own soft play area and sensory room. We are registered with Ofsted for Short-Breaks with a rating of Good We aim high with our provision and are growing our team to continue the Centre's expansion to its full capacity.

You will work directly with children, their families, and carers, as well as many different professionals in care, health, and education. You will encourage and lead a diverse staff team to provide the best services possible.

The Ark business is a Limited Company aiming to provide the best care we can. Whilst being a for-profit company, our owners have a background in the charitable sector providing Holidays for Children with Disabilities. Outcomes for children are at the centre of all decisions.

Qualifications, Experience and Skills

- Experience working in a residential setting at a senior level – preferably with children.
- Diploma level 5 in Leadership and Management.
- Minimum NVQ level 3 Diploma in Residential Childcare
- Experience in working with children with disabilities.
- Leading, managing and developing staff teams.
- Specialist skills and qualifications around Childcare, communication, and behaviour management.

Duties and Responsibilities

Children and Families

- Support the RM to maximise the use of the facility and staff for the best results for children, based on our vision and aims.
- Ensure children are safe and well cared for with evidence-based risk management.
- Support the RM to work in partnership with commissioners, health and education providers collect information and advocate for the children.
- Support the RM with decision making regarding the support of complex young people in the Centre.



Staff

- Involvement in recruitment and selection and assisting in completion of schedule 2s.
- Rota and allocations
- Complete direct observations of practice and encouragement of reflective feedback
- Case file audits
- Undertake Staff Supervisions, performance management, and annual appraisals
- Coaching and mentoring
- Lead staff team meetings and minute discussions.

Centre

- Manage auditing processes, collate, and analyse information to provide regular reports and quality assurance to support the Registered Centre Manager in presenting any findings.
- Manage the day to day running of the service.
- Lead in maintaining the Ark including managing contractors for repairs.
- Managing a budget

Leadership

- Have proven leadership and management experience.
- Be supportive, understanding and solution focused.
- Knowledge of Children's Home regulations, experience of regulatory inspections including Ofsted and Regulation 44 visits.
- Deputise for the Registered Manager.
- Provide out of hours on call as part of a rota with the other managers.
- Monitor and audit the renewal of policies, procedures, and all files.

Description of role

The Deputy Manager supports the Registered Manager in the safe provision of the Service. We aim to deliver high-quality care, and you will be in the inward facing part of the senior management working directly with the staff, children, their families, and carers, as well as other relevant professionals identified within the Care Plan.

You must remain current with best practice and develop the centre policies.

You will drive a culture amongst the team that empowers staff to develop the respite service to improve the care of children and lives of the families.



You will have sound knowledge of Children's Homes Regulations and ensure compliance while remaining curious about developments in the sector that can improve practice beyond the regulatory framework.

You will deputise for the Registered Centre Manager in their absence ensuring the smooth running of the centre.

You will support the Registered Centre Manager in the management of staff to ensure the requirements set out in the children's Care Plans are met. You will ensure that requirements are progressed appropriately and within specified timescales to meet the needs of the children.

You will be committed to safeguarding children and have an excellent understanding of child protection procedures.

Facilitate opportunities to enable children to participate in decisions affecting their lives as appropriate to their age and ability.

Identify and manage need and risk safely whilst supporting the children. Ensure appropriate risk-assessments and safety planning are completed and regularly reviewed.

You will have excellent communication skills, to be able to work in partnership with multi agencies.

You will actively participate in the recruitment, monitoring, supervision, and performance management of staff.

Additional information

The Centre operates a 24-hour service excluding Bank Holidays.

The Deputy Manager must understand the daily routines in the Centre and, at various times through the day, observe the practice of team members. The role will entail working during evenings and weekends.

The post holder will be required to be part of a management on call rota providing out of hours support.