



Position	Duty Manager
Responsible to	Registered Centre manager
Department	Short breaks Respite care
	£34,600

Description of role

As a Duty Manager, you will be part of the Management team at The Ark, in this role you will support and develop learning and knowledge of the team. You will support the Registered Manager and Deputy Manager in undertaking tasks to ensure the smooth running of the centre. Preparing, recording, monitoring, reviewing documentation and facilitate supervision with Residential staff.

You will be expected to lead and manage shifts and be responsible for decision making whilst on shift.

As a Duty Manager you will be responsible for taking a lead in all aspects of caring and supporting the children and young people in the centre. You will adopt a positive aspirational approach to improve and develop the centre to achieve its vision of providing high quality care and support to children, young people and their families as detailed in the Children's centres Statement of Purpose.

As a Duty Manager, you will support the Registered Centre Manager and Deputy Manager in the planning and delivery of the Service working in partnership with the wider care system.

You will be a positive role model for vulnerable children and young people supporting them within a centre. You will provide structure routines and boundaries ensuring children and the young people feel safe and supported to achieve positive outcomes in their lives and aspire for their future.



Duties and Responsibilities

- To contribute to identifying and achieving outcomes for children and young people as outlined in their Individual Care Plans.
- To take responsibility for leading staff on shift effectively and to challenge practice when necessary.
- To attend and contribute to care planning, reviews and other meetings as required, and to assist in the implementation and monitoring of care plans and young people's file audits.
- Be prepared to take on specific responsibility for different aspects of the operation of the home or specific knowledge base.
- To undertake administrative tasks and all forms of record keeping and prepare reports as required by the Registered Centre Manager or Deputy Manager.
- To participate in the monitoring of information, systems, and quality of care in the children's home.
- To contribute to the development of policies and service provision.
- To lead on work with individuals and groups of children and young people effectively and creatively in line with risk assessments in a planned and flexible way.
- To be alert to signs of distress or abuse, and to ensure that young people are safeguarded.
- To undertake, assist and follow children and young people's risk assessments / safety plans.
- To administer prescribed medication and homely remedies in line with The Arks policy and procedure and to undertake training as appropriate.
- To effectively manage the consequences of risk-taking behaviours of children and young people, e.g. exploitation, substance misuse, self-harm, going missing from home, etc.
- To provide appropriate boundaries to young people to support them to manage their own behaviour.
- To provide a variety of appropriate stimulating activities and present as a consistent, caring, and positive role model.



- To share in the practical activities necessary to maintain the centre.
- To access community services as a means of support and social learning, developing links between the centre and local community, so that young people can play a full and appropriate part in the life of the community.
- To work with children, young people, their families and placing teams, to continuously improve the services provided by the centre and to contribute to the development of quality initiatives.
- To help children and young people to prepare for and achieve independence by following Individual Plans.
- To oversee incident, accident, restraint and missing from home reporting.
- To promote The Arks Equal Opportunities Policy and anti-discriminatory practice personally.
- To participate in the development of research initiatives where appropriate.
- To maintain a safe and homely environment, complying with health and safety and other legal requirements.
- To report to the Registered manager/Deputy, or other appropriate person any concerns you may have relating to practice or issues relating to a child or young person's wellbeing in the centre.
- Oversee attendance management in relation to staff.
- To undertake and fully participate in supervision and appraisal in accordance with best practice guidance.
- To implement and monitor Personal Development Review process where necessary.
- To be sensitive to the needs of individual children and young people, taking account of race, culture, language, religion, gender, sexual orientation & age.



- To have good knowledge and understanding of the Children's Home's Quality Standards and Regulations 2015 and their application on a day-to-day basis.
- To recognise and promote the rights of children and young people as recognised in legislative and practice guidance.
- To undertake and maintain mandatory training standards and training relevant to continuous professional development.
- To ensure that the skills, knowledge, and experience of the team can meet the needs of the young people in the home and any additional training needs are identified.
- To maintain excellent communication systems within the home.
- To adopt a flexible attitude to ensure necessary rota cover as appropriate.
- To lead and participate in staff meetings as required.
- To follow The Arks procedures regarding management of finances in the home.
- To undertake any other such duties as required by the Registered Centre Manager or Deputy Manager.
- There is a requirement that the post holder is fit and well enough to undertake Physical Intervention should it be required and participate in The Arks Physical Intervention Training at a frequency set out in the Development Plan.
- This is a residential post and as such you will be required to work on a shift rota and undertake which may include occasional sleep-in duties as directed by the Registered Centre Manager or Deputy Manager.

To be available for on call alongside other managers on a rotational basis

- This is not an exhaustive list, and the successful applicant will be required to undertake any other duties required within the role that the Registered centre manager or deputy centre manager deems necessary.



Job Specification	E – Essention D- Desired
Level 4/5 Leadership and management or willing to work towards	D
Level 3 or above Children and young people	E
3 years' experience at a Senior level	E
Medication level 3 or above or willing to work towards	D
Medication level 2	E
Knowledge of Microsoft 365	E
Good communication	E
Qualification in risk management or will to achieve	D
Qualification or experience in Staff supervisions	E
Knowledge and understanding of Childrens homes regulations 2015	E