
stability & success for young people



Job Description

House Manager

House Manager

Organisational Relationships:

The House Manager will be accountable to the Operations Manager. The House Manager will be responsible for the staff working in the designated residential homes.

Context

BudWood requires a House Manager for one of its Supported Living Homes. The home provides supported living for 3 young people with complex needs.

Description of Role:

The House Manager will be responsible for managing all aspects of running the Home, to ensure young people are supported and prepared to move on to independent living.

To ensure that high levels of emotional and physical support, appropriate activities, comfortable accommodation and the service of keyworkers are planned, provided and applied in accordance with home's service specification.

Duties and Responsibilities Specific to the Post:

- To be responsible for the management, co-ordination and development of a range of quality services for young people referred and/or accommodated within the home.
- To promote the practice of working in partnership with young people, their families, other BudWood staff, and other agencies, in order to meet the needs of young people.
- To provide effective leadership by implementing organisational strategies, in order to enable objectives of BudWood Services to be achieved.
- To promote team development and effective team working.
- To maximise the effectiveness of staff through motivation, development and the application of BudWood personnel policies.
- To take the lead in setting standards and evaluating achievements; to take a proactive role in securing improvements in the quality of services provided by BudWood.
- To contribute to the development of corporate policies and service initiatives, aimed at improving the service provided by BudWood

-
- To set and review targets and objectives for the home's staff team in order to ensure that work is focused and has clear direction.
 - To provide operational management of the staff team and to deploy appropriate staff resources in order that key tasks are fulfilled. To ensure that enough back up resources are available in emergency/out of hours situations including participation in an out of hours 'On-Call' rota.
 - To have line management responsibilities for a staff team, ensuring that all staff receive appropriate induction, supervision and appraisal.
 - To be responsible for ensuring a full flow of information into and out of the team and to develop effective communication strategies and systems which assist staff in the operation of their duties.
 - To take a lead role in the gate keeping and allocation of a range of services provided to meet the identified needs of young people.
 - To ensure that the staff team are enabled to undertake such duties with young people who are non-resident or who have been resident in order to provide continuity of care where appropriate or to avoid risks and deterioration of behaviours and health.
 - To be responsible for the effective management and development of a range of quality direct services to young people. To ensure that the policies and procedures of BudWood are implemented.
 - To actively participate in recruitment, grievance, disciplinary, health and safety and other staffing matters with support from the Director.
 - To ensure that staff training and development needs are identified and ensuring that those needs are met. To assist in training staff as require with support from the Operations Manager.
 - To ensure that all Health and Safety Regulations are complied with in accordance with BudWood policies, procedures and practices.
 - To regularly inspect the condition of the structure, fabric, furnishings and fittings of the building to ensure that all necessary equipment, etc. is in good working order and of a reasonable and acceptable standard of repair.
 - To ensure that effective finance budgets, control, administration and records comply with BudWood expectations and procedures.
 - To promote and implement the companies Equality and Diversity policies and procedures.

- To ensure that staff understand and implement the companies Child Protection Procedures.
- To undertake any other such duties as required by the Operations Manager, commensurate with the grade of the post.

Note: This post is non-residential, but the post holder will be required to be part of a management rota providing out of hours support for the Company and to cover a sleep-in shift if required to cover sickness or annual leave.

The House Manager must have an NVQ 5 or above (or equivalent) or be willing to work towards completing this qualification.

Common Duties and Responsibilities

Communication

To establish and manage the team communications systems ensuring that the Company procedures, policies, strategies and objectives are effectively communicated to all team members.

Professional Practice

To ensure that professional practice in the team is carried out to the highest standards and developed in line with the Company stated objectives of continual improvement in quality of its service to internal and external customers.

Health and Safety

To ensure that the Health and Safety policy, organisation arrangements and procedures as they related to areas, activities and personnel under your control are understood, implemented and monitored.

General Management

To provide vision and leadership to staff, ensuring that effective systems are in place for workload allocation and management, the application of the company's policies and procedures, including those relating to equality, supervision and appraisal and all aspects of their performance, personal development, health and welfare.

Financial Management

To manage a designated budget (as required) ensuring that the company achieves value for money in all circumstances through the monitoring and control of expenditure and the early identification of any financial irregularity.

Supervision and Appraisal

All members of staff will receive supervision and appraisal and it is the responsibility of each member of staff to follow the company's procedure in respect of supervision and appraisal.

Equality and Diversity

As an organisation we are committed to promoting a just society that gives everyone an equal chance to learn, work and live free from discrimination and prejudice. To ensure our commitment is put into practice we have developed policies, which will seek to remove any barriers to equality of opportunity and to eliminate unfair and unlawful discrimination. These policies apply to all employees of BudWood.

Confidentiality

All members of staff are required to undertake that they will not divulge to anyone personal and/or confidential information to which they may have access during their work.

Physical Conditions and Location

Location: Southampton. Travel to other BudWood homes may be required.

Salary: £28,000-32,000 PA

Leave: 28 days (rising to 30 after probation)

Hours: 40 hours per week

Responsible to: Operations Manager

Probation: Appointments are subject to satisfactory completion of a probationary period, normally 6 months.

DBS Disclosure: An Enhanced check will be required for this post.

Smoking: Your attention is drawn to the fact that BudWood has a 'No Smoking' policy at all of its establishments.

Legal and Statutory Responsibilities

All staff must be prepared to comply with BudWood's Health and Safety policies and attend relevant statutory training as required. BudWood is committed to diversity and inclusion of staff and service users.

All staff are always required to demonstrate their commitment to these policies in their day to day work and to treat others with dignity and respect.

Corporate Responsibilities

All staff are expected to demonstrate a commitment to the vision, aims and core principles of BudWood Limited and be prepared to contribute towards these aims within their staff team.