**JOB DESCRIPTION**

**Job:** House Manager

**Reports To:** Service Manager

**Hours of Work:** 40

**MAIN PURPOSE OF JOB:**

To be responsible for effective day to day running of the residential home, to be responsible for a team of staff and work allocations, as well as undertaking direct work with children in the residential home when necessary. To be responsible for all aspects of the residential premises.

**OUTLINE OF DUTIES:**

1. Day to day running of the residential home:
2. To ensure the home provides and maintains the highest levels of care and service in accordance with the home’s statement of purpose, company’s vision, policies and procedures.
3. To be responsible for allocation of roles and tasks within the home and to maintain its effective operation at all times while maximising available resources.
4. To ensure all required standards are met, and when audit and inspections identify improvements, that these are actioned accordingly within the advised timeframes.
5. To be involved in the recruitment and appointment of staff at the home within the Compass Community recruitment policy and procedure.
6. To provide written reports as required.
7. To provide your line manager with regular reports commenting on the service provided.
8. To be involved in meetings when required, to create and develop policy and strategy.
9. To ensure that all work undertaken is within the legislative framework and regulations, including Company handbooks and policies.
10. To liaise with any other managers within Compass Community for advice and guidance where necessary.
11. To participate in the ‘On Call’ system.

**Responsibility for a team of staff, and work allocation:**

1. To plan the daily and weekly management of the home, and support and ensure that all staff members carry out all their duties and responsibilities.
2. To undertake direct work with children, this may include transport, contacts, and other such work as and when required (particularly at times when short-staffed).
3. To ensure all care plans for children are carried out in partnership and conjunction with local authorities.
4. To ensure that practice guidelines are defined for staff in accordance with relevant legislation and Compass Community performance management policies and procedures.
5. To manage and prepare all staff rotas and ensure adequate cover is achieved at all times.
6. To work with the HR team to monitor staff performance and absenteeism, and work positively to maintain high standards of both.

**Responsibility for all aspects of the premises:**

1. To be responsible for the maintenance and appearance of the home in conjunction with the Line Manager, and/or the Head of Service.
2. Ensure that adequate and appropriate security systems operate within the home.
3. To ensure fire drills and fire testing are carried out and recorded.
4. To ensure Health and Safety at Work Act responsibilities are carried out in accordance with the Compass Community Health and Safety Policy.

**General:**

1. To attend meetings and training as required.
2. To share the responsibility for creating a pleasant working environment.
3. To be flexible in hours of work in order to meet tasks required.
4. To be aware of Health and Safety regulations, particularly related to the upkeep of the office building and its surroundings.
5. To undertake any other duties that may be reasonably requested by your line manager.
6. To have a duty to safeguard and promote the welfare of children and be aware of relevant policies and procedures.

The above is not an exhaustive list of duties and you will be expected to perform different tasks as necessitated by your changing role within the organization, and the overall objectives of Compass Children’s Homes (part of the Compass Community).