**JOB DESCRIPTION**

**Job:** House Manager

**Office Location:** TBC

**Reports To:** Regional Operations Managers

**Hours of Work:** 40 Hours per week

**PROFESSIONAL STANDARDS FOR ALL COMPASS COLLEAGUES**

Act with professionalism

Maintain high standards in attendance and punctuality

Never use inappropriate or offensive language

Treat children and others with dignity and respect

Show tolerance and respect for the rights of others

Not undermine fundamental British values, including democracy, the rule of law, individual liberty and mutual

respect, and tolerance of those with different faiths and beliefs

Express personal beliefs in a way that will not overly influence children, and will not exploit children’ vulnerability

or might lead them to break the law

Understand statutory frameworks and legal obligations

Role model, identify prejudice and bullying behaviours

**MAIN PURPOSE OF JOB:**

Ensure that children and young people are safe, kept front of mind and they receive outstanding levels of emotional and physical care.

Ensuring that children live in an environment that offers a stable base for their development and growth providing them the best opportunity to succeed.

Take overall responsibility for the management and leadership of the service promoting safeguarding, safe care and high standards achieving Good with Ofsted as a minimum.

To role model, lead and manage employees and resources to ensure that the home adheres to the highest possible standards.

**KEY RESPONSIBILITIES**

**Safeguarding**

Play a lead role in developing and establishing Compass’ approach to safeguarding children and young people – a key role within the organisation

Communicate at all times with relevant Local Authority employees and other professionals, meeting their requirements as appropriate. Ensuring escalation of relevant concerns and issues.

Lead and monitor all aspects of service delivery to ensure full compliance with safeguarding policies and procedures

Manage cases of poor practice and abuse reported within the service – including records system

Coordinate the dissemination of policy, procedures and resources throughout the service

Represent the service and organisation at external meetings related to safeguarding

Ensure safeguarding standards are met and maintained

Keep own knowledge and skills up to date

**Quality and Compliance**

Ensure that all employees within the service understand their role and responsibilities, so that they are able to undertake their duties to a consistently high standard

Ensure statutory / legislative requirements are met at all times

Work within the Company’s policies and procedures

Prepare, to a high standard, analytical detailed reports for Statutory Reviews and the Senior Leadership team

Meet legislative Health and Safety standards whilst adhering to Compass quality standards

Ensure that quality assurance practices are implemented, monitor standards of the service performance, and strive for ongoing improvements and developments

**Colleague Leadership and Management**

Create and maintain a positive, transparent and cohesive working environment.

Recruit the highest calibre employees whom demonstrate safe caring and the principle of REACH in their working practice.

Lead, coach, and develop employees so that they are engaged and are retained within the service.

Implement proactive performance management, including supervision, staff meetings and appraisals.

Ensure that training and development needs are identified and assure talent management of employee’s

Manage challenging situations, such as discipline, grievance, capability, and absence.

Ensure the workplace upholds effective systems that are understood, implemented and monitored, with consideration to policy and procedure, including those relating to health and safety, equality and diversity.

Implement staff rota’s, enabling deployment of appropriate resources to ensure all key tasks are fulfilled, which includes the provision for back up as required in times of emergency and out of hours.

**Children’s Outcomes**

Promote working in partnership with Children and Young people, their families and other professional agencies involved in the care of each child.

Arrange best matched admissions of Children and Young people to the home in line with policy and procedure.

Ensure that the day to day care, nurture and welfare of all Children and Young People is maintained at the highest level at all times.

Inspire communication and interaction within the home in order to broaden life and encourage interests.

Ensure that all Children and Young People have all health, and medical needs met at all times.

Encourage, stimulate and participate in social activities for the benefit of the young people.

Liaise and work alongside Social Workers to develop, review and act upon individual care plans.

Liaise with Children and Young People’s family as appropriate.

**Financial Oversight**

Manage the Service budget, ensuring high quality care is delivered.

Monitor and control expenditure of the service spending.

Investigate and report any financial irregularities appropriately.

**Organisational**

Ensuring compliance with safeguarding procedures, informing your manager immediately of any child protection matter or serious complaint.

Be an effective advocate for Compass, promoting a positive image to maintain our high standards and positive reputation

Work within the provisions of the Data Protection, observing strict confidentiality in relation to all aspects of work undertaken.

Competently use electronic systems

Undertake training and development deemed necessary for the pursuance of the post i.e. Level 5 Management qualification.

Ensure compliance with all policies.

The nature of social care means that tasks and responsibilities are sometimes unpredictable. Colleagues are therefore expected to work flexibly when the occasion arises.

Undertake broadly similar duties commensurate with the level of the post as required by your manager even where the tasks are not specifically outlined in the job description

Travel is expected as part of this role including travel to other Compass offices and homes.