

Polesworth Group Homes Ltd.

Job Description: Assistant Manager

1. The post holder will be responsible in all matters to a Registered Manager, then to the Chief Executive of the Company and through her to the Company's Board of Directors.
2. The post holder will take responsibility for the overall week-by-week running of a specified registered home and other specified domiciliary services, ensuring implementation of national standards and regulations, and the service's Statement of Purpose.
3. The post holder will take overall responsibility for ensuring the best possible quality of life for service users, taking account of the principles of "Valuing People" and "Valuing People Now."
4. The post holder will work together with the Registered Manager and/or Chief Executive to promote and maintain effective working relationships between staff within the service and across the Company.
5. The post holder will have full delegated authority to take decisions regarding the running of the service in the absence of the Registered Manager and Chief Executive.
6. In the absence of the Registered Manager and Chief Executive, the post holder will respond to any emergency arising within the specified service.
7. Specific responsibilities of the post holder will include:
 - Overseeing the work of staff, including arranging rotas.
 - Formal supervision of staff.
 - Dealing with issues raised by or concerning service users and/or their family members.
 - Liaising with staff from other agencies, including health professionals, care managers, social workers, etc.
 - Coordinating care plans and risk assessments.
 - Implementing fire procedures.
 - Maintaining overall standards of cleanliness.
 - Ensuring that décor, furnishings etc. are maintained to a high standard.
 - Planning menus, ensuring that service users have a full choice of nutritious home-cooked meals.
 - Buying of provisions.
 - Balancing petty cash.
 - Recording service users' personal allowances.
 - Ensuring administration of drugs and medication records in line with policies and training.
 - Driving Company vehicles.

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N. B. Other staff members will contribute to many of these responsibilities. the manager will co-ordinate the work of the staff team to ensure that all tasks are carried out to the required standards.

8. The post holder will promote good relationships between the service and the local community, including neighbours and facilities/agencies that play a part in the lives of service users.
9. The post holder's normal working hours will be from 9am to 4pm on weekdays. These hours will include mealtimes spent with staff and service users. They will be prepared to work flexibly, for example, meeting service users and staff during evenings or weekends as necessary, and will be entitled to time off in lieu for such events.
10. To participate in the managers' weekend on call rota, approximately one weekend each month.
11. The post holder will undertake training and qualifications as required by the Chief Executive and Board of Directors. In particular they will undertake a qualification in leadership and management in keeping with guidance from Skills for Care, the Care Quality Commission and/or other national bodies.
12. The post holder will attend meetings as required by the Chief Executive.
13. The post holder will attend formal supervision as required by the Registered Manager and Chief Executive.
14. The post holder will undertake any other duties as reasonably required by the Chief Executive or Board of Directors.

LAS 20.07.2022

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Person Specification: Assistant Manager

Who are we looking for?

	Essential	Desirable
Education & Qualifications	Ability to express views clearly in speech & writing. NVQ Level 3 in Health & Social Care. Ability & Willingness to undertake leadership & management qualification.	Education to A-level or above. A Health & Social Care qualification in Leadership & Management.
Knowledge	Assessment & care planning. Risk assessment & risk management. All round familiarity with operation of care services.	Detailed knowledge of some service user conditions e.g. Learning Disability, Down's Syndrome and Autistic spectrum.
Experience	Leadership experience in health and social care. Candidates must have at least two year's work experience as a senior care/support worker. Experienced driver with full clean driving licence.	Experience of using a scheme of care planning, e.g. person centred planning. Experience of supervising staff. Experience of planning staff rotas.
Key skills	Communicates effectively with people with a range of abilities. Efficient administrator/ computer skills.	Demonstrates the ability to enthuse & energise team members.
Personal attributes	Aged over 21 years. Commitment to equal opportunities. Able to act on own initiative. General good health.	
Circumstances	Ability to respond to emergencies out of hours.	Living within a ten mile radius of the service base. Non-smoker. Fully vaccinated against Covid-19 and influenza.

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