



Job Description House Manager

Responsible to: Head of Care & Safeguarding

Responsible for: Assistant House Managers, Learning Support Workers, Cooks and Volunteers

Job Purpose: Making sure that the Organisation meets the high standards of education, training and care within its own set of ideals and principles as well as meeting the expectations and guidelines of the placing authorities and inspectorates.

Key responsibilities:

Main

1. Ensuring that all service users care and welfare needs are assessed and met through robust care planning protocols and to ensure all staff work within the constraints of those plans.
2. Compile, implement and review Care Plans, Risk Assessments, Behaviour support Plans or any other documentation relevant to the service users in line with the quality improvement cycle timeline.
3. Liaise with key agencies and stakeholders who have a vestige interest in the service users to ensure transparency and to demonstrate that we are meeting the needs of the service user.
4. Manage the ordering and administering of medication within the home including undertaking monthly audits.
5. To facilitate residential meetings with service users and staff to gain an understanding of any issues.
6. To promote and abide by safeguarding practices as set out in the Organisation's safeguarding policies and procedures and to notify line manager of any suspected safeguard issues.
7. Attending annual reviews regarding the service users within your care.
8. To carry out all personal care tasks in a way that demonstrates respect for privacy, dignity and value of all service users in line with care planning.
9. To provide the highest standard of care and support to all individuals including those with Autistic Spectrum Disorder, in achieving positive and meaningful outcomes in line with any person-centred plans.
10. To make yourself available for house inspections and to act on any recommendations given by Head of Care or Vice Principal Care and Safeguarding.
11. To undertake shared line management of Learning Support Workers with assigned Tutor / Higher Level LSA.
12. To undertake line management responsibilities for Learning Support Workers, Volunteers and Cooks within the home.

13. To have overall responsibility for the house budgets and submit monthly petty cash reports to the Vice Principal of Finance and Resources.

- 14. To ensure that Health and Safety requirements are adhered to and notify maintenance team of any hazards / requests.
- 15. Ensure that all documentation regarding day to day management of the care is relevant and up-to-date and is in place to ensure a good Care Inspectorate Wales (CIW) inspection.
- 16. Together with Head of Education and Inclusive Lives Leader, support to implement learning aims for all service users within the residential provision.
- 17. The promotion of Equality and Diversity in Care
- 18. Attend Parents' Weekends and from time to time present the work of the Organisation at such events.
- 19. To ensure that the staff rota meets the need of the college and to take possible steps to cover shifts where there may be shortfalls due to annual leave and sickness.
- 20. To undertake holiday cover where agreed with Head of Care.

House Management Team

- 21. As a member of the House Management team, attend regular House Managers meetings.
- 22. Report on progress, achievement and challenges to the Head of Care.
- 23. Contribute to the development and review of all policies, procedures and documents stated in the Quality Improvement Plan.

General

- 1. Work in accordance to the policies and guidelines of the organisation.
- 2. To be committed to Continuous Professional Development (CPD).
- 3. Improve your own understanding of the values that underpin the work in the organisation by attending relevant induction and training.
- 4. Respect confidentiality at all times.
- 5. Through personal example demonstrate commitment to Equality and Diversity ensuring equality of access and treatment for all.
- 6. There will be times when you may be required to undertake additional tasks, duties and responsibilities within your capabilities and may be asked to undertake an alternative job on a temporary basis. However, you will not ordinarily be assigned to duties or required to perform services which you cannot reasonably perform or are outside the range of your normal skills and experience.

This job description is intended to provide guidance on the range of duties associated with the post. It is not intended to provide a full and exclusive definition of the post. It may be subject to modification and amendment from time to time and the post holder may be required to undertake additional duties as required.

Line Manager Signature: Date:

Employee Signature: Date:

Person Specification

House Manager

Requirement	Essential or Desirable?	How Assessed?
<p>Knowledge & Understanding:</p> <p>QCF Level 4/5 Health and Social Care.</p> <p>Experience of working in a similar role.</p> <p>Experience in a managerial role.</p> <p>Recognised management qualification.</p> <p>Knowledge of project management.</p> <p>Knowledge of CSSIW regulations.</p> <p>Knowledge of National Minimum standards.</p> <p>Experience of working with Microsoft Word and Excel.</p> <p>A current, clean driving license.</p>	<p>Essential</p> <p>Essential</p> <p>Desirable</p> <p>Desirable</p> <p>Desirable</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p>	<p>Application & Verification</p> <p>Application & Interview</p> <p>Application</p> <p>Application</p> <p>Interview</p> <p>Interview</p> <p>Interview</p> <p>Interview</p> <p>Application</p>
<p>Skills & Abilities:</p> <p>Ability to support individuals with personal care needs.</p> <p>Ability to manage large work loads</p> <p>Excellent interpersonal skills.</p> <p>Excellent communication skills.</p> <p>Excellent numeracy and literacy skills.</p> <p>Excellent planning skills.</p> <p>Excellent organisational skills.</p> <p>Good IT skills.</p> <p>Ability to prioritise workload and meet strict deadlines.</p> <p>Ability to work independently and as part of a team.</p>	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p>	<p>Interview</p> <p>Interview</p> <p>Interview</p> <p>Interview</p> <p>Interview</p> <p>Interview</p> <p>Interview</p> <p>Interview</p> <p>Application & Interview</p> <p>Interview</p> <p>Interview</p>
<p>Personal Attributes:</p> <p>Self-motivated.</p> <p>Creative and innovative.</p> <p>Commitment to personal development.</p> <p>Flexible in approach.</p> <p>Reliable.</p> <p>Honest.</p>	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p>	<p>Interview</p> <p>Interview</p> <p>Interview</p> <p>Interview</p> <p>Reference & Interview</p> <p>Reference</p>