



JOB DESCRIPTION: 555 Manager

DEPARTMENT: Service

LOCATION: 555 Farnham or 555 Guildford

REPORTS TO: Service Manager

PAY SCALE: £27,000 to £30,000

BUDGET RESPONSIBILITY: Yes for 555 Farnham or Guildford

LINE MANAGEMENT RESPONSIBILITY: 555 Deputy Manager, 555 Staff Team (555 Support Workers and 555 Senior Support Workers)

LIAISE WITH: Families, Service Team, People and Culture Team, Administrative Team, Fundraising Team and Chief Executive Officer. Also, Health, Social Services and Education professionals as appropriate.

MAIN PURPOSE:

To manage the safe and efficient day-to-day management of our Alternative Provision known as 555 in accordance with statutory guidelines and Challengers Policies and Procedures. To support the 555 team in creating an inclusive environment that ensures that all children and young people are happy and that their needs are met.

DUTIES & RESPONSIBILITIES:

Children and Young people and their Families

- To oversee the day-to-day delivery of activities and an approach that will adapt to the needs of individual children and young people who attend the service. This includes researching appropriate trips into the community that will promote independence, life skills, be exciting and have a focus on the interests of the children and young people. Children and young people need and deserve a varied and high-quality play and leisure programme in which they can thrive.
- To be responsible for and to support staff to protect children and young people from harm. The Manager is responsible for reporting any concern about a child or young person's welfare or safety in accordance with Challengers Safeguarding Policy and Procedures and local authority procedures for protecting children from harm.
- Ensure that all children and young people's information is up to date and shared with the 555 team who work directly with them. This includes keeping a record of the professionals working with the families and any relevant education providers.
- The Manager will liaise with the Service Manager on a regular basis about any changes with the children and young people who attend 555. This includes cancellation of session/ changing of sessions, behaviours and any other relevant changes.
- To ensure that children and young people who attend with challenging behaviour have behaviour plans in place that are reviewed on a regular basis in collaboration with the Behaviour Support Team.

- To ensure that the children and young people at 555 are supported physically and emotionally as required. The children and young people we work with are often in difficult and stressful situations and you will need to support them, always showing appropriate physical and emotional affection.

Staff

- To be a role model to all staff and to provide ongoing support and encouragement to the staff team in an appropriate manner.
- To inform Service Manager and HR (Human Resource) of any complex staff issues including persistent sickness and conduct.
- Identify and prioritise training needs of staff and to liaise with Service Manager and Training Lead to deliver appropriate training to staff including inductions.
- To be responsible for a rota that ensures an appropriate number of staff in line with budget. If there are any changes to number of staff needed at 555, this must be reported to the Service Manager.
- Ensure that there is always appropriate trained staff on site.
- To liaise with Service Manager and Recruitment team when there are recruitment needs.
- Monitoring staff hours including sickness and holiday. Ensuring that staff are completing the expected hours of their contracts.
- Communicate regular updates with the staff team through morning briefings, end of day debriefs, team meetings and supervisions.

Health and Safety

- Be responsible for the day-to-day maintenance and security of the building. Reporting any concerns to the Caretaker.
- Be responsible for supporting the staff teams to comply with the Health and Safety at Work Act (2018)
- Conduct and oversee the use of checklists related to day-to-day inspections and maintenance for toys, equipment and building.
- To be a key holder and be an emergency contact for the alarm system
- To support staff teams to maintain a clean, tidy, secure site and environment – treating all buildings, structures, toys and equipment used by children and young people with respect and care.

Management and Administration

- To assist the Service Manager and Administration Team to maintain records of attendance, income, expenditure (including petty cash) and general correspondence
- To support in the completion of any monitoring required by the local authority with the Service Manager when required.
- To represent Challengers at meetings with external agencies as appropriate.

- When necessary, ordering and sourcing equipment that is 'fit for purpose' and within the budgets agreed with the Service Manager.
- To deliver 555 in accordance with Challengers' systems, policies and procedures. And to participate in and contribute to the development of Challengers schemes and systems.

This is not an exhausted list-no job can be fully defined in one neat list. We will be looking for your flexibility to carry out other duties as may be responsibly required by your line manager to meet the changing needs of the department

PERSONAL SPECIFICATION:

ESSENTIAL

- A minimum of 2 years' experience of working within the childcare and/or youth sector
- Experience of leadership and management in the childcare and/or youth sector
- Able to demonstrate the skills necessary to motivate, encourage, organise, lead and supervise the staff team in a professional manner in an informal working environment
- Experience of managing behaviour that challenges.
- The ability to prioritise tasks, apply common sense and good judgement.
- Prepared to attend training and to learn new skills with which to develop an understanding of good practice in play and leisure for disabled and non-disabled children
- This is a physically and emotionally demanding post; the postholder must be resilient, adaptable and able to carry out the physical aspects of the role. These include (but are not exclusive to) physically supporting children, for example on and off equipment, during personal or intimate care, and lifting and chasing in an emergency.

DESIRABLE

- A Paediatric First Aid qualification is desirable (Training will be provided through Challengers if not already holding certificate)
- CPI Safety Intervention training