



Job Description and Person Specification

REGISTERED MANAGER

(CHILDREN'S HOME)

Location:	Hyde, Tameside or Wirral, Merseyside
Hours of Work:	40 hours per week, with flexibility to meet the needs of the home
Salary:	Competitive
Line Manager:	Responsible Individual
Responsible For:	Deputy Manager, Senior Residential Support Workers and Residential Support Workers

First Steps Together Care Services is committed to providing safe, nurturing and ambitious residential care in which children and young people are listened to, protected from harm and supported to achieve positive outcomes.

We are seeking an experienced and values-driven Registered Manager to provide effective day-to-day leadership of a children's home and to ensure that the home is managed in accordance with its Statement of Purpose, the Children's Homes (England) Regulations 2015, the associated Quality Standards, statutory guidance and Ofsted requirements.

Role Overview

The Registered Manager is accountable for the day-to-day management of the home and for leading a child-centred service that safeguards children, promotes their welfare and delivers consistently high-quality care. The postholder will maintain effective oversight of care practice, staffing, safeguarding, risk, records, resources and quality assurance, and will work closely with the Responsible Individual to ensure the home remains compliant and continuously improves.

The postholder must be registered with Ofsted for the home and must continue to demonstrate the fitness, experience, qualifications and skills required to manage the home effectively and lead the care of children.

Core Purpose of the Role

To lead and manage the children's home so that children receive safe, effective, individualised and nurturing care, their views and rights are respected, and the home meets its regulatory responsibilities and achieves positive outcomes across health, education, relationships, protection, enjoyment and preparation for adulthood.

Key Responsibilities

Leadership, Governance and Regulatory Compliance

- Provide effective day-to-day leadership and management of the home in accordance with the Statement of Purpose and conditions of registration.
- Ensure practice reflects the Children's Homes (England) Regulations 2015, the nine Quality Standards and the Guide to the Children's Homes Regulations, including current Ofsted requirements and the Social Care Common Inspection Framework.
- Maintain personal Ofsted registration and promptly provide information required in connection with continued fitness and suitability.
- Work with the Responsible Individual to identify regulatory risks, implement improvement plans and respond promptly to requirements or recommendations arising from inspection, monitoring or internal audit.
- Ensure policies, procedures, records and working practices are current, understood and implemented consistently throughout the home.
- Promote a culture in which staff understand their responsibilities, are professionally curious, raise concerns and learn from incidents, complaints, feedback and safeguarding events.

Quality, Standards and Child-Centred Care

- Lead practice so that the home meets the Quality and Purpose of Care Standard, Children's Views, Wishes and Feelings Standard, Education Standard, Enjoyment and Achievement Standard, Health and Well-being Standard, Positive Relationships Standard, Protection of Children Standard, Leadership and Management Standard and Care Planning Standard.

- Ensure each child receives personalised care consistent with their relevant plans, assessed needs, background, identity, wishes and feelings.
- Ensure children are supported to participate in decisions about their care and the running of the home, and have access to advocacy and complaints arrangements.
- Promote positive relationships, restorative and trauma-informed practice, appropriate boundaries and safe, proportionate responses to behaviour.
- Ensure children are supported to access education, healthcare, leisure, family relationships and opportunities that promote development, independence and preparation for adulthood.

Safeguarding, Protection and Risk Management

- Act as the operational safeguarding lead for the home, ensuring concerns are recognised, recorded, escalated and referred without delay in line with local safeguarding arrangements and organisational procedures.
- Ensure children are protected from abuse, neglect, exploitation, bullying, self-harm, missing episodes and other foreseeable risks, while supporting proportionate and developmentally appropriate risk-taking.
- Ensure individual and environmental risk assessments are robust, current and translated into clear staff practice.
- Ensure allegations or concerns about adults working with children are managed in accordance with safeguarding procedures, including liaison with the LADO and other relevant agencies where required.
- Ensure serious events are notified to Ofsted and other relevant persons without delay where Regulation 40 applies, and that notifications are accurate, analytical and followed by appropriate action.
- Ensure any use of restraint or other measures of control, discipline or consequence is lawful, necessary, proportionate, properly recorded, reviewed and consistent with the home's behaviour management policy.

Care Planning, Admissions and Transitions

- Assess proposed placements carefully against the home's Statement of Purpose, staffing, environment and ability to meet the child's needs before admission decisions are made.
- Ensure placement plans, care plans, risk assessments, behaviour/support plans and other relevant plans are implemented, reviewed and understood by staff.
- Lead effective admissions, transitions and endings, working with placing authorities, families and professionals to promote continuity and stability.
- Challenge plans or commissioning arrangements where they do not adequately meet a child's needs or where the home cannot safely deliver the required care.

People Leadership, Staffing and Safer Recruitment

- Ensure sufficient numbers of suitably qualified, competent and experienced staff are deployed to meet the needs of children at all times, including safe on-call and contingency arrangements.
- Lead safer recruitment and ensure all required pre-employment checks and Schedule 2 information are satisfactorily completed before staff are deployed in accordance with regulatory requirements and organisational policy.
- Ensure staff complete an appropriate induction, receive regular practice-related supervision, ongoing learning and development, and an appraisal of performance and fitness at least annually.
- Maintain oversight of staff qualifications and workforce development, including required residential childcare qualifications and timescales.
- Lead, coach and appropriately challenge managers and staff; address conduct, capability, attendance or performance concerns promptly and fairly in line with organisational procedures.
- Create a reflective, accountable and supportive culture that promotes staff wellbeing without compromising professional standards or children's safety.

Quality Assurance and Adherence to Regulations

- Facilitate independent visits under Regulation 44, ensure the independent person has appropriate access to children, staff, records and premises, and respond promptly to findings, recommendations or safeguarding concerns.
- Ensure Regulation 44 reports are reviewed, actions are tracked to completion and the Responsible Individual is kept informed of themes, risks and progress.
- Complete a Review of Quality of Care under Regulation 45 at least every six months, considering the quality of care, children's experiences and the impact of care on their outcomes and development.
- Produce an analytical Regulation 45 report with clear improvement actions and ensure it is provided to Ofsted within the required timeframe.
- Maintain effective systems for monitoring incidents, safeguarding, complaints, restraints, missing episodes, education, health, staffing, supervision, training, outcomes and feedback, using learning to improve the service.

Records, Notifications and Information Governance

- Ensure all records required by the Regulations are accurate, contemporaneous, securely maintained, accessible when required and retained for the applicable period.
- Ensure the home's records provide a clear account of children's experiences, decisions made, actions taken and management oversight.
- Ensure statutory and regulatory notifications, reports and information are submitted accurately and within required timescales.
- Maintain confidentiality and information governance standards while ensuring information is shared appropriately to safeguard children and support effective multi-agency working.

Health, Safety, Premises and Resources

- Ensure the home provides a safe, homely and well-maintained environment suitable for the children accommodated and consistent with the Statement of Purpose.
- Maintain effective arrangements for fire safety, health and safety, medication, infection prevention, vehicle safety, emergency planning and environmental risk management.
- Manage the home's budget and resources responsibly, ensuring expenditure supports children's needs and service priorities while maintaining appropriate financial controls.
- Ensure staffing rotas, premises, equipment and transport arrangements support safe and effective care.

Partnership Working

- Build effective professional relationships with children, families, placing authorities, social workers, schools, health professionals, police, safeguarding partners, Ofsted and other agencies.
- Attend and contribute to statutory reviews, strategy meetings, planning meetings and other multi-agency forums, ensuring agreed actions are completed.
- Escalate and challenge constructively where external plans, delays or decisions may adversely affect a child's safety, welfare or outcomes.

Line Management and Development of Staff

- Provide effective line management, supervision and support to staff.
- Set clear expectations and monitor performance and professional practice.
- Ensure staff receive regular supervision, appraisal and appropriate training.
- Address performance, conduct and practice concerns promptly.
- Support staff induction, probation and ongoing professional development.
- Promote reflective practice and a positive, accountable team culture.
- Develop senior staff and support effective succession planning.
- Ensure staffing levels, deployment and skills meet the needs of children.

Success Criteria

- Children report that they feel safe, listened to, respected and supported, and their day-to-day experiences reflect the home's Statement of Purpose.
- The home demonstrates sustained compliance with the Children's Homes (England) Regulations 2015 and the Quality Standards, with regulatory actions addressed promptly and effectively.
- Safeguarding concerns, incidents and risks are identified early, managed effectively and used to strengthen practice.
- Care planning is individualised, current and translated into consistent day-to-day practice, with evidence of positive progress and outcomes for children.
- Staffing is safe and stable, with effective recruitment, induction, supervision, appraisal, qualification and development arrangements.
- Regulation 44 and Regulation 45 processes provide meaningful scrutiny and lead to demonstrable service improvement.
- Records, notifications and management oversight are accurate, timely and demonstrate clear accountability.
- Children, families, professionals and staff are meaningfully involved in evaluating and improving the home.

Person Specification

Criteria	Essential	Desirable
At least two years' experience within the last five years in a position relevant to the residential care of children.	✓	
At least one year's experience in a role requiring the supervision and management of staff working in a care role.	✓	

Criteria	Essential	Desirable
Level 5 Diploma in Leadership and Management for Residential Childcare (England), or a qualification considered equivalent; where not already held, commitment and ability to attain this within the regulatory timescale.	✓	
Experience managing or deputising within a children’s home and leading service improvement.	✓	
Strong working knowledge of the Children’s Homes (England) Regulations 2015, the Quality Standards and associated statutory guidance.	✓	
Detailed knowledge of safeguarding, child protection, allegations management, missing-from-care practice and multi-agency working.	✓	
Experience of care planning, placement matching, risk assessment and reviewing outcomes for children.	✓	
Ability to lead safer recruitment, supervision, appraisal, workforce development and performance management.	✓	
Ability to analyse quality and performance information and translate findings into clear improvement actions.	✓	
Experience preparing for or contributing to Ofsted inspection and regulatory monitoring.	✓	
Experience completing or contributing to Regulation 45 quality of care reviews.	✓	
Strong written and verbal communication, including the ability to produce accurate regulatory reports and notifications.	✓	
Ability to manage budgets, staffing resources and operational risks effectively.	✓	
Full UK driving licence and ability to travel as required for the role.	✓	

Personal Attributes

The successful candidate will demonstrate:

- Child-centred, compassionate and rights-focused leadership.
- High integrity, professional curiosity and accountability.
- Calm, resilient and decisive under pressure.
- Reflective, analytical and committed to continuous improvement.
- Able to balance supportive leadership with appropriate professional challenge.
- Commitment to equality, diversity, inclusion and anti-discriminatory practice.

What We Offer

- A senior leadership role within a growing care organisation.
- The opportunity to shape a high-quality residential service and make a meaningful difference to children’s lives.
- Support from the Responsible Individual and wider First Steps Together Group.
- Ongoing professional development and leadership opportunities.
- Competitive salary and benefits package.

Safeguarding Commitment

First Steps Together Group is committed to safeguarding and promoting the welfare of children and young people. All appointments are subject to pre-employment checks including an Enhanced DBS, satisfactory references, online checks and overseas police checks (where required).

The successful candidate will be expected to demonstrate a strong commitment to safeguarding, inclusion and the wellbeing of children and young people at all times.