



Physis Quantum Ltd

Part of the Physis Group

Deputy Manager Job Description

Job Title: Deputy Manager

Salary: To be negotiated Within **Physis Quantum** pay scales

Reports To: Homes Manager and Director of Operations

Main Purpose of the job:

- To work under the direction of the manager and deputise for him/her as and when required.
- To support the aims and objectives of the project and assist the manager in the organisation of a high quality establishment for young people.
- To provide high standards of care – to include the monitoring and reviews of the project, this includes providing a safe, caring environment to enable the emotional, social and educational development of children, through individual attention and group activities.
- To direct and support staff as agreed by the homes manager.
- Fulfilling duties as the Safeguarding Designated Officer for the setting to promote the safeguarding and welfare of the children, staff and parents/carers.

Responsible to

- Homes Manager and Director of Operations

Main Duties

- Ensure the health, safety and wellbeing of the children and young people we support at all times.
- To ensure the project maintains a high standard of physical and emotional care.
- Where required, deputise in the absence of the Project Manager, for the safe and effective running of the project for a clearly defined period of time.
- To promote the high standards of the project at all times to parents/carers, staff, external organisations and visitors.
- Liaise with parents/carers, other family members (as agreed) and staff to help ensure that the particular needs of children are met and that parental choice is considered in terms of care given.

Physis [fie-sis] a Greek word meaning the natural energy for growth, change & development.

- To assist the manager in setting, promoting and implementing objectives and policy for the project.
- To assist with the planning and organisation of staffing schedules and holiday rotas. To ensure adequate staffing levels are maintained in accordance with Local Authority guidelines and the projects procedures.
- To lead a team of professional workers to ensure good practice at all times.
- To assist with the development and implementation of systems to monitor and record child development.
- To assist with the preparation and maintenance of materials and equipment.
- To be responsible for the Health and Safety standards appropriate for the needs of young people and ensure staff compliance and awareness.
- To ensure the project maintains a high quality environment to meet the needs of individual children from differing cultures and religious backgrounds, and stages of development.
- At all times promote and ensure anti-discriminatory practice is delivered within the project.
- To ensure adequate data protection and confidentiality of information received.
- To assist with staff development and training.
- Assist the manager with the efficient upkeep of the building and maintenance/stock of equipment, furnishings and fittings.
- To attend monthly staff / planning meetings and training sessions as and when required.
- To undertake such other duties and responsibilities of an equivalent nature as may be determined from time to time by the homes manager.
- To actively promote and support the safeguarding of children and young people in the workplace. Ensuring that all staff and volunteers observe setting policies and procedures to keep children safe from harm.
- Work as part of a multi disciplinary team both within the project and with external agencies.
- Ensure all members of the staff team are aware of and deliver the support required to ensure the life chance opportunities of the children and young people we support are met in relation to their social, educational, leisure, emotional, physical and cultural needs.
- Ensure that all the administrative requirements of the project are maintained in such a way that they are fully compliant with good childcare practice and the policies, procedures and practices of the organisation.
- Oversee, write and edit reports as directed by the Project Manager.
- You must co-operate with the Company in complying with the Health and Safety requirements and are therefore expected to follow Company policies, procedures and practices and fully acquaint yourself with the Fire, Health and Safety Procedures at your place of work and carry out relevant risk assessments of unsafe practices and conditions that you consider present a safety risk.

Other Requirements:

- Sleeping in / shift work, including evenings and weekends on a rota system.
- Provide cover to other Physis Group services as required.
- Full Driving License.
- NVQ Level 3 in Health and Social Care
- Provide cover for the Managers/ Homes on-call rota.

Equal Opportunities

Physis Quantum is committed to delivering Equal Opportunities in Employment and opposes all forms of unlawful discrimination on the grounds of colour, race, nationality, ethnic or national origin, gender, marital status, disability, sexual orientation, religious belief and age.

You are expected to comply at all times to the Companies Equal Opportunities Policy.

Statement

This Job Description forms part of your Main Terms and Conditions of Employment.

However, the above duties do not include or define all the tasks that you may be required to undertake as the post holder. The post holder is to understand that further duties deemed necessary by the appropriate Line Manager(s) are to form part of the full job description.

The Company reserves the right to review and amend any part of the Job Description as and when deemed necessary for the purposes of the performance of your duties.
