



Aspirational • Creative • Collaborative • Joyful • Compassionate

Job Description

Job title	Children's Home Registered Manager
Location	St Elizabeth's Centre, SG10 6EW
Responsible to	Head of Residential Childcare Services
Accountable to	Director of Children's Services

St Elizabeth's

Based across 60 acres of beautiful countryside in Much Hadham, Hertfordshire, St Elizabeth's is a charity supporting children, young people and adult day clients with epilepsy and other complex medical conditions, the severity of which impacts upon their health, social, behaviour, learning and emotional development.

Our values

The post holder will be expected to operate in line with our workplace values which are:

Aspirational – we aim higher
Collaborative – we work together
Joyful – we love what we do
Compassionate – we care

Scope of the role

The **Registered Manager** will hold Ofsted registration for **one of our children's homes**, typically supporting **children and young people** with epilepsy, learning disabilities, autism, and complex health needs.

You will be responsible for:

- A team of up to **20 residential care colleagues**, including Deputy Manager, Seniors, and Care & Support Workers.
- Leadership and performance across all aspects of the home — including safeguarding, quality, compliance, health and safety, and partnership working.
- Ensuring full compliance with the *Children's Homes Regulations 2015* and *Quality Standards 2015*.
- Promoting a culture of reflection, learning, and continuous improvement.
- Working collaboratively across education, health, and therapy services to provide holistic, child-centred support.

Externally, you will engage with Ofsted, safeguarding partners, commissioners, and local authorities to maintain confidence, transparency, and high professional standards.

Main duties and responsibilities

Leadership, Vision, and Culture

- Provide inspirational leadership for all colleagues within your home.
- Build a culture of safety, respect, and professional accountability that reflects St Elizabeth's values.
- Lead by example and maintain visibility, modelling reflective and trauma-informed practice.
- Empower staff through supervision, coaching, and team development.
- Embed trauma-informed and therapeutic practices into daily care routines and staff development.
- Champion diversity, equity, and inclusion in all aspects of care and leadership.
- Ensure parent and carer inclusion through regular feedback, collaborative care planning, and transparent communication.
- Contribute to the wider Children's Residential Leadership Team, supporting organisation-wide improvement and development.

Safeguarding and Quality of Care

- Act as the **Designated Safeguarding Lead (DSL)** for the home, ensuring a strong safeguarding culture and immediate response to concerns.
- Ensure the home consistently meets the *Quality Standards* and *Children's Homes Regulations 2015*.
- Embed a child-centred approach to care planning, ensuring every young person's voice and aspirations are central to decision-making.
- Promote positive behaviour support and proactive risk management.
- Lead and participate in safeguarding investigations, multi-agency reviews, and audits.

Operational and Service Management

- Oversee day-to-day running of the home, ensuring it is safe, well-maintained, and welcoming.
- Ensure rotas and staffing levels meet the needs of children and regulatory requirements.
- Lead recruitment, induction, and supervision of all residential staff.
- Manage the home's operational budget effectively, ensuring value for money and financial accountability.
- Maintain accurate records, reports, and data to evidence quality and compliance.

Quality Assurance and Continuous Improvement

- Lead on the Regulation 44 and 45 processes and ensure actions are followed through.
- Prepare for Ofsted inspections, demonstrating clear evidence of quality, improvement, and outcomes.
- Analyse data trends to inform continuous improvement and staff development.
- Promote reflective practice, identifying and sharing learning across services.

Partnership and Collaboration

- Build positive relationships with parents, carers, and external professionals.
- Collaborate closely with Education, Therapy, and Health teams to ensure joined-up care.
- Engage confidently with commissioners and local authorities.
- Represent St Elizabeth's with professionalism and integrity.

Health, Safety, and Environment

- Ensure full compliance with health and safety, medication management, infection control, and risk management.
- Work closely with Estates and Facilities to maintain a safe, homely, and well-presented environment.
- Maintain robust emergency procedures and ensure all staff are trained and confident in their implementation.

On-Call and Emergency Management

- Participate in the on-call rota and provide out-of-hours support as needed.
- Ensure clear escalation, recording, and communication of incidents.

Other

St Elizabeth's is committed to safeguarding and promoting the welfare of children, vulnerable adults and young people. The successful applicant(s) will be required to undertake an enhanced disclosure through the Disclosure and Barring Service. St Elizabeth's is proud to be recognised as an Investor in People and to hold Disability Confident status. We are an equal opportunities employer welcoming applications from across the community.

Some of our positions involve regulated activity relevant to vulnerable children, adults and young people. It is a criminal offence for people who are barred from working in regulated activity to apply for roles that require them to work unsupervised with that particular group. Our vacancies are exempt from the Rehabilitation of Offenders Act 1974.

The duties and responsibilities outlined above do not represent a full list of the tasks the post-holder will be expected to perform. Also it is recognised that the duties of all posts are subject to change from time to time.

Minor alterations to duties, and performance of similar tasks within the scope of, and at the same level as normal work, will be necessary.

The post holder will take responsibility for safeguarding and promoting the welfare of children, vulnerable adults and young people within the scope of the role.



Person Specification		
Registered Manager	Essential	Desirable
Level 3 Diploma for Residential Childcare; or Children's and Young People's Workforce Level 3 Diploma; or equivalent NVQ3.	✓	
A willingness to enrol and complete Level 5 Diploma in Residential Childcare within 2 years of taking up this post if not already achieved (or equivalent).	✓	
Evidence of continued professional development in a childcare environment and willing to undertake further training.	✓	
Full UK valid Driving Licence and able to get to and from the workplace which is not on a public transport route.	✓	
GCSE or equivalent in Maths & English.	✓	
Evidence of supporting others in attaining qualifications (including vocational qualifications)	✓	
Knowledge, Experience & Understanding		
Relevant experience of providing care and support to children or young people with additional needs/disabilities in a professional capacity in a residential setting.	✓	
Relevant experience of supervising and managing childcare staff within a management role and large children's care home	✓	
Experience linking resource to client need within a given budget.	✓	
Experience in assessing the care and support needs of young people with complex needs.	✓	
A positive track record of leading staff teams.	✓	
Experience in conducting risk assessments. Experience of delivering staff training	✓	
Good understanding of children and their development and of learning disabilities.	✓	
Good understanding of safeguarding legislation and associated policies. Knowledge of Children's Homes Regulations/Quality Standards/Knowledge of The Children's Act 1989.	✓	
Good understanding of health & safety issues in the care and support of children/vulnerable people.	✓	
Sound knowledge of epilepsy, autism and associated disorders		✓
Ability to manage change.		✓
Ability to use other common IT software		✓

Skills & Abilities		
Ability to communicate effectively both orally and in writing and develop positive relationships with students, colleagues, residents, families, external agencies and professionals.	✓	
Ability to use Microsoft Word, Outlook and Datix.	✓	
Self-motivated, organised and flexible approach to work to meet service needs with the ability to prioritise and meet deadlines.	✓	
Good literacy and numeracy skills.	✓	
Ability to record work in accordance with statutory and service requirements.	✓	
Ability to undertake and pass St Elizabeth's Centre's on-site and off-site medication training courses.	✓	
Ability to assess and evaluate individual care plans.	✓	
Ability to lead and motivate a team including the ability to conduct appraisals and supervision sessions, lead training/induction/coaching.	✓	
Solution focussed with the ability to deal with conflict resolution.	✓	
Ability to take the lead in Safeguarding incidents and take the appropriate actions.	✓	
Emotional resilience to work with people whose behaviour can challenge the service at times.	✓	
Special Circumstances		
Commitment to the work of St Elizabeth's	✓	
Commitment to equality, promoting respect and dignity for all	✓	
Commitment to undertake further training and development relevant to the post	✓	
Suitability to work with children, young people & vulnerable adults	✓	

Reasonable adjustments will be considered under the Equality Act 2010.