

Registered Manager – Care Home for Adults with Learning Disabilities

Overview of Job Description

About the Role

We are seeking a compassionate, committed, and highly skilled **Registered Manager** to lead our care home for adults with learning disabilities. This is a unique opportunity to make a lasting difference in people's lives while managing the day-to-day operations of a warm, supportive, and person-centred environment.

As the Registered Manager, you will be responsible for ensuring the highest standards of care, compliance, and safety, while inspiring and leading a dedicated staff team. This is a **hands-on leadership role** that goes beyond 9 to 5 working hours, requiring flexibility, resilience, and a genuine passion for care.

Key Responsibilities

Leadership & Management

- Provide clear, visible leadership and guidance to all staff, setting high standards of professionalism and care.
- Recruit, train, supervise, and appraise staff, ensuring they are supported to achieve their full potential.
- Manage rotas and staffing levels to guarantee safe and effective care at all times.
- Hold regular team meetings and conduct 1-to-1 supervisions.
- Yearly appraisals
- Address staffing concerns, disciplinary matters, or grievances in line with policies.

Care & Support

- Ensure clients receive personalised, outcome-focused care tailored to their individual needs.
- Oversee the development, review, and updating of all **care plans** and **risk assessments**.
- Support staff in delivering compassionate, person-centred care.
- Work shifts alongside staff when necessary to maintain safe staffing and lead by example.

Health & Safety / Compliance

- Carry out daily walkarounds to ensure safety, cleanliness, and standards are consistently maintained.
- Oversee **fire safety checks**, fire drills, and evacuation plans.
- Monitor and reduce risks of slips, trips, and falls.
- Ensure all accidents, incidents, and safeguarding concerns are recorded, reported, and acted upon.
- Keep all **health & safety policies**, infection control measures, and safeguarding procedures up to date.
- Maintain compliance with **CQC standards** and all local authority requirements.
- Maintain compliance with **PAMMS – NCC** with all local authority requirements.
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Quality Assurance

- Conduct audits of medication management, care plans, and staff practice.
- Address issues from audits promptly and implement improvement plans.

- Lead preparation for **CQC and all other inspections** and demonstrate best practice.
- Seek and act on feedback from clients, families, and staff to improve quality of care.

Environment & Maintenance

- Ensure the home is clean, safe, and welcoming at all times.
- Carry out regular **spot checks** of bedrooms, communal areas, and kitchens.
- Oversee maintenance schedules and liaise with contractors for timely repairs.
- Maintain effective infection prevention and control practices.

Finance & Administration

- Manage the home's budget effectively, ensuring financial sustainability.
- Approve staff payroll, overtime, and timesheets.
- Monitor resident funding, contracts, and invoicing.
- Ensure all insurance, licences, and certifications are valid and up to date.
- Maintain accurate, secure records in line with GDPR and regulatory standards.

Client & Family Liaison

- Build trusting and supportive relationships with clients and their families.
- Provide regular updates on clients' wellbeing and care plans.
- Respond promptly and sensitively to concerns or complaints.
- Organise family reviews and ensure families feel welcome and involved.

External Partnerships

- Liaise with **social workers, healthcare professionals, commissioners, and local authorities**.
- Represent the home at multi-disciplinary meetings and reviews.
- Build positive partnerships with local services and the wider community.

Staff Development

- Ensure staff complete all mandatory and specialist training.
- Identify and support ongoing professional development opportunities.
- Promote a culture of continuous learning and improvement.
- Create an environment where staff feel valued, respected, and supported.

On-Call & Emergency Duties

- Be available for on-call support outside of standard working hours.
- Be available to come into work to deal with any emergencies
- Respond promptly to emergencies, safeguarding issues, or staffing shortages.
- Take responsibility for key decision-making in urgent situations.

About You

We are looking for a leader who is:

- Experienced in managing care services, ideally with adults with learning disabilities.
- Knowledgeable about CQC regulations, PAMMS, safeguarding, and health & safety legislation.
- Compassionate and dedicated to promoting independence, dignity, and respect.

- Organised with excellent time management and problem-solving skills.
- Flexible, understanding this role is not 9–5 and requires commitment beyond office hours.
- To deal with any situations before leaving off work
- Open-minded
- Ready to help us grow from Good to Outstanding
- Qualifications: Level 5 Diploma in Leadership for Health & Social Care, RMA, NVQ Level 5
- Experience: A strong track record as a Registered Manager, with hands-on experience in client care. Holds a Registered Manager Award
- Knowledge: A good understanding of CQC standards, PAMMS, safeguarding, RIDDOR, DoLS, and care regulations.

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What We Offer

- A supportive and collaborative working environment.
- Opportunities for professional growth and development.
- The chance to make a real difference in the lives of clients and their families.
- Free car parking on-site
- Pension scheme with NEST
- we have fully air-conditioned in our main lounge and main kitchen areas
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Key details include:

- **Hours:** 40 per week, Monday to Friday, 8:30am – 4:30pm
- **On-call:** Shared basis (7am-7am)
- Working part of an **active staff** rota at Christmas
- This role can include **weekend working**
- **There will be occasions when flexibility is required.** This may involve stepping in at short notice to provide support if an emergency arises or adjusting your day-to-day hours depending on the needs of the home.
- A willingness to be adaptable and responsive is an important part of this role.

To support a smooth transition, the appointed Manager will receive a comprehensive four-week handover, spending time across different shifts to meet staff, observe our work, and become familiar with our systems.

Once settled, we encourage new ideas and ways of working to help us grow.

The salary for this position will be **£38,000 per year**, with continued support from our senior care management team.

