

REGISTERED SERVICE MANAGER

Salary: Up To £50,000 per annum.

Excellent benefits: Enhanced holiday & sick pay, free on-site parking, healthcare cash back scheme, free on-site gym, free meals on duty.

The Meath's beautiful Grade II listed manor house, together with our high-needs facility, Bradbury House, and the Meath Skills and Enterprise Centre, are all set in landscaped grounds. A few minutes' walk from the centre of Godalming and a stone's throw from Godalming railway station. We are in a superb location, affording easy access to local amenities, whilst also offering peace and tranquility as required.

One family member's comment, "***the Meath is a most exceptional place and should be used as a blueprint for all care homes***".

This is a management role within the organisation and providing a strong management presence, developing people and practice within your services, and establishing/modelling the positive culture of the company is fundamental to successfully carrying out the role.

What we offer:

You will be entitled to an excellent benefits package and enjoy a great working environment and practices:

- Excellent salary - up to £50,000 per annum.
- 33 days annual leave (including bank holidays)
- Generous pension Scheme – employer 7% contribution / employee 5% contribution.
- Health policy (cash back policy for optical, dental, therapy treatments & consultations).
- Free on-Site Gym
- Godalming station less than 5 mins walk away / free car parking on-site.
- DBS free of charge.
- Free on-site parking.
- Discounted/free food.
- Enhanced company sick pay.
- Employee referral programme

Your duties as a Registered Service Manager, will include, but not be limited to:

- Lead, supervise and manage a team to delivering outstanding care and driving continuous improvement
- Conducting appraisals, supervisions, and induction where appropriate, as well as day to day leadership.
- Manage the rota for these services to ensure they are always covered within CQC compliant guidelines.
- Ensure that the development and training of all staff is up to date and within the required compliance of these services
- Provide peer support for other managers and assist in the implementation of management decisions.
- Ensure the maintenance of essential documentation.

- Encourage communication across your services and the organisation - promote an open environment for discussion providing the opportunity for feedback.
- Ensure effective administration and record keeping of all medication.
- To be able to take responsibility of the Meath in an emergency, if sole managing, and if necessary, carry out an evacuation of the Meath in case of fire or any other major incident.
- Maintain paperwork required under legislation, e.g. CQC inspection requirements.
- Be conversant with and implementing the Meath policies and procedures.
- To strive constantly to empower our residents to reach their full potential, while respecting and enhancing their individual rights.
- Have an understanding of how to manage and resolve employee relation issues.
- Lead team meetings within your services and support resident meetings in the service.
- Liaise positively with parents and external parties such as GPs, Consultants, Health Care Professionals and Local Authorities.
- Ensure that the development and training of all staff is up to date and within the required compliance.
- Provide peer support for other Registered Managers and assist in the implementation of management decisions.
- Ensure the maintenance of essential documentation.
- Encourage communication - promote an open environment for discussion providing the opportunity for feedback.
- Be available for on-call duties when required on a rota.

Essential:

- Must hold an appropriate health & social care qualification - minimum QCF Level 5.
- Excellent written and verbal communication with the general public, trustees, professional bodies and all other parties on behalf of The Meath.
- Knowledge and experience using Microsoft programmes and calendars.
- Understanding of CQC Fundamental Standards and KLOEs.
- Experience in managing and developing staff teams.
- Experience with MCA and DOLs.
- Understanding of CQC requirements in the event of an Inspection.
- 2 years' previous experience in a managerial role in a health or social care setting.
- Driver with full licence.

Inclusivity & Diversity: We recognise that all our colleagues are uniquely different and bring their own originality creativity, and identity to work. We encourage people from all backgrounds to be part of our charity in supporting our inspirational residents.

Our values are embedded into our culture here at The Meath, designed by our team, and how we live our every day:

We are **COLLABORATIVE** – We are trusting, We achieve more together, We communicate

We **CARE** – We are person-centred, We are respectful, We are skilled & knowledgeable

We are **PROUD** – We work as a team, We take pride in the people that we support, We take pride in our community

We are **INCLUSIVE** – Everyone is important, Everyone has a voice, Everyone is welcome

We **EMPOWER** – We are creative, We are positive, We support individual development & achievement