

## Registered Manager

**Employer:** The Meath Epilepsy Charity

**Location:** Godalming, Surrey

**Salary:** £50,000

**Closing date:** 12 February 2024

### About The Meath:

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, and establishing/ modelling the positive culture of the company is fundamental to successfully carrying out the role.

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

- Lead, supervise and manage deputy managers, senior support workers, support workers; day and night, bank and agency staff.
- Conducting appraisals, supervisions, and induction where appropriate, as well as day to day leadership.
- Manage the rota to ensure the service is always covered within CQC compliant guidelines.
- Ensure that the development and training of all staff is up to date and within the required compliance.
- Provide peer support for other 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.
- Ensure effective administration and record keeping of all medication.
- Take responsibility of the Meath in an emergency 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 implement 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 and support resident meetings in the service.

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**This role is based in Godalming, Surrey.**

### **Qualifications, Knowledge and Experience**

#### **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.

#### **Desirable:**

- 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.

#### **What we offer:**

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

- 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.
- DBS free of charge.
- On-site parking.
- Discounted/free food.
- Company sick pay.
- Casual dress.
- Employee referral programme

In addition to your CV, please submit a covering letter of up to 500 words to demonstrate your suitability for the role.