

Kent County Council

Job Description: *Reception Centre Night Manager*

Directorate:	Children, Young People and Education
Unit/Section:	Unaccompanied Asylum Seeking Children's Reception and Safe Care Service
Grade:	KR9
Responsible to:	Operations Manager

Purpose of the Job:

To lead a staff group of Night Centre Workers to support the young people residing at the Reception Centre learn independent living skills and engage in activities to help them learn English and feel happy and safe. In doing so the Night Centre Manager will make sure young people are ready to move to independent accommodation within 8 weeks of arrival at the Reception Centre.

Main duties and responsibilities:

- Complete a handover meeting at the start of every shift so all Night Centre Workers understand what tasks need to be completed, by who and when, during the shift. Night Centre Managers to take responsibility for making sure that Night Centre Workers complete their assigned tasks and escalate to the Operations Manager if this is not done.
- Manage night to night operations within the centre, to ensure that professional practice is monitored and delivered within the service procedures, which includes responding to safeguarding concerns and following up actions as required.
- Complete a handover meeting at the start of every shift so all Night Centre Workers understand what tasks need to be completed, by who and when, during the shift. Take responsibility for making sure that staff complete their assigned tasks and escalate to the Operations Manager if this is not done.
- Ensure records completed by the Night Centre Workers are clear, accurate and available for review by Social Workers and Managers.
- Ensure Night Centre Workers support young people to regulate their sleep patterns and manage emotional trauma affectively within clear night time boundaries and routines.
- Oversee the completion of Incident Reports and submit these to the Operations Manager whenever concerns are raised regarding the behaviours and safety of children, staff or a third party.
- Ensure Night Centre Workers complete checklists of young people's belongings and room both on arrival and departure from the centre. Including accurately accounting for any money taken or added to the centre accounts.
- Ensure Night Centre Workers encourage young people's engagement in age appropriate and meaningful activities, building on how to integrate and connect with others.
- Work shift patterns as needed to monitor, feedback, and ensure ongoing effective implementation and integrity of practice by the team.
- Promote equality and anti-discriminatory behaviour with children and staff. Encourage all to express their wishes and feelings.
- Complete regular formal supervision and practice development plans with the Night Centre Workers.

Footnote: This job description is provided to assist the job holder to know what their main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.

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Person Specification: *Reception Centre Night Manager*

The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

	CRITERIA
QUALIFICATIONS	<ul style="list-style-type: none">• Educated to GCSE Level or equivalent or NVQ Level 3 Caring for Children and Young People• Evidence of relevant professional development• A Full UK Driving Licence – The Council is committed to making reasonable adjustments so whilst this job requires the jobholder to drive your application will still be considered if you are unable to drive due to a disability
EXPERIENCE	<ul style="list-style-type: none">• Experience of working and caring for children or young people in a residential setting• Experience of leading a small staff team on shift• Experience of working with unaccompanied asylum seeking children
SKILLS AND ABILITIES	<ul style="list-style-type: none">• Effective communication skills including verbal and written using a variety of tools with children, carers and colleagues• Ability to lead a staff team and role model good practice• Ability to prioritise and work on own initiative, as part of a team and able to ask for support and guidance at appropriate times• Computer literate, excellent use of IT and software systems including Liberi• Willingness to attend and contribute to training opportunities, supervision and team meetings to continuously improve practice• Ability to travel to meet the requirements of the service• Commitment to equalities and the promotion of diversity in all aspects of working
KNOWLEDGE	<ul style="list-style-type: none">• Knowledge of child development• Broad knowledge of processes, systems, law and regulation that impact on children in the care of the local authority• Knowledge of issues that impact on children including CSE, gangs and Prevent agenda• Awareness of GDPR and confidentiality issues
KENT VALUES AND CULTURAL ATTRIBUTES	<p>Kent Values:</p> <ul style="list-style-type: none">• We are brave. We do the right thing, we accept and offer challenge• We are curious to innovate and improve

- We are **compassionate**, understanding and respectful to all
- We are **strong together** by sharing knowledge
- We are all **responsible** for the difference we make

Our values enable us to build a culture that is:

Flexible/agile - willing to take (calculated) risks and want people that are flexible and agile

Curious - constantly learning and evolving

Compassionate and Inclusive - compassionate, understanding and respectful to all

Working Together - building and delivering for the best interests of Kent

Empowering - Our people take accountability for their decisions and actions

Externally Focused - Residents, families and communities at the heart of decision making