

Kent County Council

Job Description: *Millbank Centre Manager*

Directorate:	Children, Young People and Education
Unit/Section:	Millbank Reception Centre
Grade:	KR9
Responsible to:	Service Manager

Purpose of the Job:

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

Main duties and responsibilities:

- Complete a handover meeting at the start of every shift so all Centre Workers understand what tasks need to be completed, by who and when, during the shift. Centre Managers to take responsibility for making sure that Centre Workers complete their assigned tasks and escalate to the Service Manager if this is not done.
- Ensure an Essential Information Record for every new arrival to Millbank Reception Centre is completed by Centre Workers and that this is clear, accurate and available for review by Social Workers and Managers.
- Ensure young people attend all their appointments and Centre Workers complete reports for these appointments on the same day.
- Quality assure the reports completed by Centre Workers and ensure that these are uploaded onto Liberi
- Ensure a Centre Worker attends and contributes to young people's Child in Care reviews held at Millbank Reception Centre.
- Ensure clear and accurate observation reports by Centre Workers are completed for age assessments at the request of Social Workers and Managers.
- Complete Incident Reports and submit these to the Service Manager whenever concerns are raised regarding the behaviours and safety of young people, staff or a third party.
- Manage availability of bedrooms at Millbank Reception Centre to make sure there is available beds for new arrivals. This is to be done on a daily basis.

- Ensure Centre Workers complete checklist of young person's belongings and room both on arrival and departure from Millbank Reception Centre.
- Ensure any money taken or added to the Millbank accounts is clearly and accurately accounted for.
- Complete a weekly activity planner so young people have stimulating and meaningful learning activities. Ensure Centre Workers encourage young people's engagement in activities.
- Complete regular formal supervision with the Centre Workers.
- Lead Centre Workers to encourage young people to express their wishes and feelings and make their own choices as much as possible.
- Work in partnership with the Service and Team Managers, Social workers and other staff to ensure the smooth running of Millbank Reception Centre.
- Promote equality and anti – discriminatory behavior with young people and staff.
- Behave in a professional manner at all times.
- Be prepared for and contribute to individual supervision with Service Manager.
- Undertake any other duties commensurate with the level of responsibility of this post.

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

Kent County Council
Person Specification: Millbank Centre 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	<p>Educated to GCSE Level or equivalent or NVQ Level 3 Caring for Children and Young People</p> <p>Evidence of relevant professional development</p>
EXPERIENCE	<p>Experience of working and caring for children or young people in a residential setting.</p> <p>Experience of leading a small staff team on shift.</p> <p>Experience of working with unaccompanied asylum-seeking children.</p>
SKILLS AND ABILITIES	<p>Effective communication skills including verbal and written using a variety of tools with children, carers and colleagues.</p> <p>Ability to lead a staff team and role model good practice.</p> <p>Ability to prioritise and work on own initiative, as part of a team and able to ask for support and guidance at appropriate times.</p> <p>Computer literate, excellent use of IT and software systems including Liberi.</p> <p>Willingness to attend and contribute to training opportunities, supervision and team meetings to continuously improve practice.</p> <p>Ability to travel to meet the requirements of the service.</p> <p>Commitment to equalities and the promotion of diversity in all aspects of working.</p>
KNOWLEDGE	<p>Knowledge of child development.</p> <p>Broad knowledge of processes, systems, law and regulation that impact on children in the care of the local authority.</p> <p>Knowledge of issues that impact on children including CSE, gangs and Prevent agenda.</p> <p>Awareness of GDPR and confidentiality issues.</p>

**BEHAVIOURS AND
KENT VALUES**

Kent Values:

- 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