

# Bee Happy Recruitment

<https://www.beehappyrecruitment.co.uk/jobs/registered-manager-for-supported-living-services/>

## Registered Manager for Supported Living Services

### Industry

Care

### Description

Bee Happy Recruitment are seeking a Registered Manager for a private sector care company's Supported Living Services

Hours of Work: Usual hours of work are 40 hours per week (Monday to Friday, 9-5pm).

However, there will need to be some flexibility to meet the needs of the service, including

participation in an on-call rota.

Salary: £36,000 – £39,000

### JOB PURPOSE

To provide high-quality leadership and management of supported living services, ensuring safe, person-centred, and compliant support for adults with learning disabilities and challenging

behaviours. The Registered Manager is responsible for day-to-day operations, compliance with CQC regulations, staff supervision, service development, and the welfare of both clients and staff.

As the Registered manager will actively network and promote the organisation's values and reputation within the wider community.

### KEY RESPONSIBILITIES

#### Service Leadership & Compliance

- Ensure the service complies with CQC regulations and relevant legislation (e.g., Health and Social Care Act 2008).
- Ensure the accurate and timely implementation of the Safeguarding processes and procedures as and when necessary.
- Establish and implement policies and procedures ensuring they are in place and current.
- Promote a culture of continuous improvement, inclusion, dignity, respect, and safeguarding.

#### Staff Management

- Line-manage the Deputy Manager, Senior Support Workers, and Support Workers.
- Oversee recruitment, onboarding, training, and development of staff.
- Conduct regular supervision, appraisals, and performance management for the Deputy Manager and Senior Support Workers in line with HR policies.

- Oversee the supervision and performance management of Support Workers, ensuring that Deputies and Seniors carry out their line management responsibilities effectively.

- Ensure ongoing training compliance for the staff team and initiate appropriate action should standards fall below an acceptable level.

- Deal with staff issues (disciplinary, grievance, sickness, etc.) in conjunction with HR and Operations.

- Lead staff meetings and team development activities maintaining staff moral.

#### Rota & Operational Management

- Design and manage rotas to ensure appropriate cover, cost-efficiency, and compliance with working time regulations.

- Ensure continuity of care by covering shifts when necessary and participating in the on-call rota.

### Hiring organization

Bee Happy Recruitment

### Job Location

Chichester

### Working Hours

40h

### Base Salary

£ 36000 - £ 39000

### Date posted

May 2, 2025

- Maintain accurate records of staff hours, absences, holidays, and payroll information.

#### Client Support & Risk Management

- Oversee the assessment, care planning, and regular reviews for all service users.
- Ensure all support is person-centred and outcome-focused.
- Promote independence, dignity, choice, and participation for all service users.
- Lead on safeguarding and ensure robust risk assessments are in place.

#### Partnership & Communication

- Act as the main point of contact for professionals, families, and stakeholders whilst ensuring sensitivity to family dynamics and have a working knowledge of the 'Compliments and Complaints' Process.
- Attend and lead meetings with external agencies, including social workers and commissioners.
- Foster strong, transparent relationships with all stakeholders.

#### Quality Assurance Health and Safety

- Monitor service quality through audits, inspections, and feedback mechanisms.
- Maintain all required records, reports, and documentation in line with CQC and company policies.
- Ensure safe working practices and compliance with regulations and infection control procedures.

#### Service Development & Marketing

- Work with senior leadership to respond to tenders or new referrals.

#### General Requirements

- This list of duties and responsibilities is intended as a guide to the main responsibilities of the post and is not exhaustive. The post holder may be required to undertake other relevant and appropriate duties as reasonably required.
- This job description is subject to regular review and may be amended following consultation with the post holder to reflect changing organisational needs.
- A high degree of confidentiality is expected at all times. The post holder must not discuss clients, staff,

#### Training and education

- Level 5 Diploma in Leadership and Management for Adult Care (or willingness to work towards).
- Level 3 Diploma in Health and Social Care.
- Full UK driving license with business insurance to travel between services.

#### Experience

- Genuine interest in working with the relevant client group.
- Previous Management/supervisory experience.
- Previous experience as a CQC-registered manager.
- Experience working with Adults with Learning Disabilities or Autism, with complex needs and behaviours that challenge.
- Experience in managing services for adults with learning disabilities or Autism and/or behaviours that challenge.
- Strong knowledge of CQC regulations and social care legislation.
- Experience working with commissioning bodies and stakeholders.

#### Personal Competencies

- Ability to communicate effectively at all levels.
- Experienced team leader.
- Satisfactory Enhanced Adult DBS check
- Passion: Doing our best all the time.
- Respect: Listening, understanding, and valuing individuals.
- Integrity: Being open, honest, straightforward, and reliable.
- Diversity: Relating to everyone as an individual.
- Excellence: Striving to provide the highest quality support.

#### Special Circumstances

- Be on call for emergencies which may arise within the support service, and to

cover shifts if all other avenues have been exhausted.

- Be part of the management on-call rota.

Role Benefits:

Registered Manager for Supported Living Services

What We Offer

- Company Laptop & Mobile – Tools provided to help you work efficiently, wherever you are.
- Paid Overtime – Receive an hourly rate for any additional direct support hours worked if emergency cover is required.
- Sleep-In Shifts (Optional) Paid at £73.89 – Plus your an hourly rate for support time either side (9pm–10pm & 7am–8am).
- Mileage Reimbursement – 45p per mile for work-related travel.
- Free Enhanced DBS Check – Plus ongoing access to the DBS update service.
- 29 Days Holiday (Pro-Rata) – Including bank holidays and a bonus day off for your birthday!
- Contributory Pension Scheme – Helping you plan for your future.
- Retail & Leisure Discounts – Access to national offers via the Blue Light Card.
- Employee Assistance Programme (EAP) – Free, confidential support for you and your family when you need it on a wide range of issues, plus access to counselling and support 24/7.
- Casual Dress Code – Be comfortable while making a difference.
- Ongoing Training & Career Development – We invest in your growth with free professional development.
- Refer a Friend Bonus – Earn a net bonus of £150 when they start, and an extra £250 when they pass probation.