

JOB DESCRIPTION

Job Title: Deputy Manager

Responsible To: Registered Manager

1/ You will be responsible for: supporting the registered manager with all aspects of service delivery to achieve operational and strategic success.

2/ In particular, you will need to:

- work to the direction of the registered manager in all aspects of service delivery; operational, practical and strategic
- work alongside the registered manager to achieve an outstanding rating
- take responsibility for all aspects of the day to day management of the service in the absence of the manager

3/ in order to achieve these outcomes, you must:

- Understand the needs of the service in line with CQC standards and regulations
- Work commercially to maximise occupancy in line with budget requirements
- Maintain a full driving licence and access to a car for business use

4/ Every employee of St Cuthbert's Care must:

- At all times, treat people with dignity and respect and follow instruction and the charity's policies and procedures
- Maintain confidentiality and observe data protection requirements in accordance with legislation and charity policy
- Work flexibly to meet the needs of the service
- Be professional at all times
- Attend staff meetings and training as and when required
- Respect and work within St Cuthbert's Care's Christian ethos

This job description is not exhaustive and some variations may be necessary.