

# Maidstone Mencap Charitable Trust Ltd

## JOB DESCRIPTION — Senior Support / Management Team

### **Purpose of Post**

Supporting the Management team of Maidstone Mencap Charitable Trust Ltd in the provision, management, administration and delivery of KCC funded short breaks services provided for children and young adults 4.5 to 18 with learning difficulties, additional needs and disabilities

To provide a safe, caring, stimulating environment for young people who have learning disabilities and/ or additional needs, working closely with their parents/ carers.

To ensure a high standard of physical, emotional, and social care, for young people placed in Youth Club, at Maidstone Mencap Charitable Trust Ltd.

To provide the supervision of, and support to, the other personnel within the Youth Club, therefore implementing and maintaining the highest standards and quality practices.

### **Responsible To:**

Child and Young Person Welfare Manager, the Board of Maidstone Mencap Charitable Trust Ltd, Summer Club Manager,

### **Main Responsibilities and Duties**

- **Running a vibrant Summer club:**

To be responsible for a key group of children/young people, understanding their individual needs, ensuring that strategies are planned, implemented and reflected on; ensuring best practices are adhered to support their personalised communications and social interaction techniques and that all their individual personal care, health and medical needs are fully met and understood.

To be responsible for and to support the manager to oversee the daily management, staffing, organisation and smooth running of the Summer Club, ensuring the provision of a high standard of quality care and activities for all children attending.

To be a member of the management structure and contribute to the strategic planning, monitoring, evaluation and development of the Summer Club.

To ensure effective communication between Summer club staff, volunteers, students and with all partner organisations, committee and board members of Maidstone Mencap.

To work in partnership with parents / carers and other family members.

To be support the management in their responsibilities and understanding for new admissions in line with admissions policies. To support the assessment of the individual needs of potential users of the short break services to contribute to detailed individual care and admissions formats in co-operation with parents/carers To build and continually develop and maintain caring and trusting relationships, with the children and young people and their families embedding this working ethos of core values of care for all young people attending, to create a welcoming friendly environment.

To keep a register and up to date records of all the children using the Summer Club provision, to give regular feedback to parents about their child's experiences and encourage their involvement.

To be responsible for supporting and contributing to the planning and management of a wide range of indoor and outdoor activities, appropriate to the needs and interests of all the children and young people attending. Working within our local community and utilizing the provision of our setting to provide a variety of opportunities and experiences supporting and promoting their social interactions, fun and independence skills

To support and contribute to the deployment of time and skills of all staff ensuring that all the children and young adults receive appropriate attention, stimulation, care and support. To ensure that each child or young person, where appropriate has constant support to meet and understand their individual needs. Supervise and support 1;1 helpers on a daily basis. Support and contribute to management supervisions and decisions.

To be aware of and act in accordance with, current legislation, policy, and procedures,

To ensure that all Environmental Health requirements are complied with. Providing a safe and caring environment for our service users and staff ensuring that our facilities, equipment and resources are well maintained

To ensure that all Health & Safety requirements, policies and procedures are complied with including all local Authority Fire Department regulations, hygiene practices and risk assessments. Records to meet our best practice guidelines must be kept ensuring we are continually meeting current legislation.

- **Administrative:**

To ensure all records are properly maintained e.g. attendance register, accident book, administration of medication, safeguarding concerns, risk assessments, fire drill.

To be aware and support management to liaise with the Local Authority ( Ofsted, social services) and other professional bodies associated with the Summer Club. Ensure that all legal and statutory requirements are implemented  
Supporting effective links with other agencies.

To be supportive for ensuring that we continually meet the requirements and criteria confirmed by the award of the KCC grant and other funding received.

To liaise regularly with the Management team and CYP welfare Manager to share reflections, assessments, planning and evaluations, to enable reporting to MMCT Board and KCC disabled commissioning. To support future application process as requested.

To ensure the effective use of resources and budgets working together with the manager and CYP welfare manager.

Being aware and understand the responsibility for all administrative duties associated with the management of the facility, e.g. maintaining records on the young people and their families, keeping personnel records GDPR guidelines must be maintained in all record keeping

Supporting the efficient upkeep of the building and maintenance, stock of equipment, furnishings, and fittings.

- **Responsibilities to staff**

To be supportive with management of the staff rota to ensure that staff to child and young person ratios are strictly adhered to at all times.

To be supportive to the management for all summer club staff, and voluntary workers. Supervising and supporting all personnel within the summer Club in their day-to-day duties

Ensuring that staff and volunteers are familiar with and comply with the comprehensive set of policies and procedures at Maidstone Mencap Charitable Trust Ltd

Ensure that you understand the roles and responsibilities for the effective management of the summer Club to be fully competent to deputise correctly in the absence of the Deputy Manager.

Being responsible for understanding and supporting all administrative duties associated with the management of the facility, maintaining records of the staff. Support and attend training to support inductions, health and safety awareness and compliance: Support staff and personal training requirements to meet the individual needs of the children and young people attending.

- **Work environment**

As a Key Person in the management team, you will be expected to...

To undertake all activities in compliance with the policies and procedures of MMCT, with particular reference to safeguarding, health and safety, Equality and Inclusion, Confidentiality.

Demonstrate effective time and resource management to meet the planned needs of the children and families and any anticipated demands that might be reasonably foreseen.

Be attentive to a planned timetable whilst retaining the flexibility to be accessible and available to parents and staff.

Support judgements about the delegations of tasks and responsibilities to the other staff at the Summer Club.

*This job description works alongside those of all other personnel. The manager's responsibility is to ensure that the staff team are working to their full potential.*

*The duties and responsibilities in this job description are not restrictive and the undertaking of other duties may be required from time to time. Any such duties should not, however substantially change the general character of the post.*