The Highland Council

Job Description

Service:	Care and Learning	**Section: Health and Social Care (Residential)**
Job Title:	House Manager (Residential Care, Braeside and Killen)	
Grade and Salary:	HC10 £54,449.20 to £59,547.80 p.a.	
Location:	Leault, Abriachan	
Responsible to:	Children's Service Manager (Residential Child Care)	
Job Purpose:	▪ The leadership and management of a residential and short breaks service for children and young people	

Duties:

1. To lead and manage combined services for children and young people to a high standard that meets the needs of children and young people as per Care Inspectorate Guidance.
2. To promote adequate safeguards and trauma informed practice to ensure the safety and promote the well-being and development of the children and young people being looked after, and to ensure that the environment is responsive to their needs.
3. To develop and maintain good working relationships with parents and family members, other social work staff, education staff, health, and other professionals in order to meet the needs and outcomes of each individual child.
4. To ensure the provision of and maintenance of good standards of health and social care through adherence to the National Care Standards.
5. To ensure effective and safe administration and storage of medication.
6. To facilitate the input of Advocacy Workers and Who Cares Scotland representative.
7. To ensure that National Standards and Care Inspectorate registration requirements are met.
8. To facilitate inspections by the Care Inspectorate and to lead on the development and implementation of effective Improvement Plans.
9. To ensure that Health and Safety Requirements are met.
10. To ensure effective and efficient management of budgets and ensure compliance with Highland Council's Financial Regulations
11. To maintain good and effective communication systems: including handovers; daily recording systems and staff meetings; inputting key information to Care First
12. To ensure that staff comply with the Scottish Council for Social Services Code of Practice
13. To demonstrate an understanding of the Mental Health and Children (Scotland) Acts as they relate to children and families affected by disability.
14. To be conversant with, the Highland Council's fire safety for Care Homes and complaints procedure.
15. To recruit staff in accordance with Highland Council procedures and ensure all staff are registered with the appropriate performance body.

16. To put in place systems to ensure that all staff employed in the service are formally supervised in accordance with the policies of both the Council and NHS Highland (where applicable).
17. To support and facilitate continued professional development of staff post-registration
18. To ensure that appropriate records are maintained and that any concerns regarding the care or behaviour of young people and families are reported to the appropriate person, which includes making appropriate Child Protection referrals in line with Highland Council Policies and Procedures
19. As a Partner to Child's Plans of service user to participate in integrated working
20. Be aware of young people's need for privacy, dignity, independence and their rights and participation

Other Duties

- The post holder may be required to undertake any other duties appropriate to the level of the post in any other location/children's house.
- Act as the RPO (Responsible Premises Officer) for the house ensuring it is well maintained and safe to operate.

- Duties and responsibilities will vary from time to time.

Health & Safety: Health & Safety is an integral part of any role within the Highland Council. As such we would expect that all employees:

- Be familiar with Violent Incident and Accident reporting procedures and comply with them.
- Undertake a continual program of Risk Assessment in relation to their role within Highland Council
- Have an understanding of the importance of Health and Safety in the workplace, and familiarise themselves with the Highland Council's Health & Safety Procedures.

Date: 05/10/2026

The Highland Council

Person Specification

Service:	Health and Social Care (Residential)
Job Title:	House Manager (Residential Care)
Location:	Leault, Abriachan
Date:	05/10/2026

Attributes	**Essential Competencies**
Experience	1. Experience of working with children and families affected by trauma and a proven record of achievement in service development and delivery in this field 2. Experience of Leadership and Management in Residential Child Care Setting 3. Experience of practice supervision 4. A proven track record of working in partnership with other agencies and of promoting participation of service users in service development
Education and Qualifications	5. SVQ Social Services (Children and Young People) at SCQF Level 9 or SSSC approved equivalents 6. SVQ Care Services Leadership and Management at SCQF Level 10 or SSSC approved equivalents 7. A knowledge of Residential Child Care Guidance and good practice 8. Safeguarding and Child Protection Legislation, Policy and Practice.
Skills/Abilities (General) eg supervisory skills	9. Experience of staff supervision 10. Evidence of adherence to the principles of anti-discriminatory practice 11. Ability to maximise the use of financial and human resources 12. IT skills (Microsoft Outlook, Word, Excel, Sharepoint, Care First) 13. Leadership and management ability
Skills/Abilities (specific to post)	14. A knowledge of legislative and policy background in respect of children and families affected by disability (The Promise, The Children (Scotland) Act 1995, The Children's Hearings (Scotland) Act 2011, Social Care (Self-directed Support) (Scotland) Act 2013) 15. Ability to develop integrated services, including partnership with parents, carers and other services and agencies 16. Understanding of the issues relating to financial management and budgetary control 17. Understanding of the issues of health and safety and wellbeing 18. An ability to Manage a multi-agency service (social care and nursing staff)

Interpersonal and Social Skills	19. Demonstrate the ability to prioritise in the face of conflicting demands for service 20. Evidence of ability to motivate people 21. Ability to communicate ideas clearly