# Recruitment Profile

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| **Post number** | 15909 |
| **Position title** | Children's Residential Manager |
| **Grade** | 9A |
| **Department** | People |
| **Location** | Various |
| **Salary/Rate of Pay** | £45153.19 - £48766.68 |
| **Hours of work** | 35 |
| **Weeks per year** | 52.1428 |
| **Number of staff responsible for** | Approx. 15 |
| **Reports to post number** | Service Manager |
| **Registration requirements** | SSSC Registration essential |
| **Drivers Licence required** | A current driving licence and use of a vehicle is an essential requirement of this post. * If you have a disability which precludes you from holding a drivers licence, Scottish Borders Council will take into account its responsibility to make reasonable adjustments to allow for your disability. Should it be possible to make such an adjustment in order that you can undertake the travel responsibilities of the post, this will be taken into account in consideration for this role. Category B |
| **Contract status** | Permanent |
| **Disclosure status** | PVG Children |
| **Political restrictions** | No |
| **Role profile number** | SC 7U |
| **Business World post status** | Permanent |
| **Work pattern** | Monday - Friday (on call may be required) |
| **Vacancy number** | SBO10513 |
| **Closing date** | 18.11.2026 |

## Role purpose

The Manager has overall responsibility for the general management of up to a 4 bedded children's home. The Manager has to ensure that the physical, emotional and social needs of individual young people are appropriately met in an environment where the quality of life and the individual's rights to participate in decision making, personal privacy, choice and independence, are preserved and promoted.

PRINCIPAL DUTIES

Management Duties:

To assume a key responsibility in the implementation and review of the homes functions and objectives and to ensure staff's familiarity with this.

To ensure the highest standards of residential child care are achieved.

To ensure that the service meets the requirements as specified in the home's Statement of Functions and Objectives.
To ensure that staff are familiar with Departmental procedures and to participate in drafting and up-dating procedures.

To interpret and analyse management information as part of problem-solving and/or decision-making.

To establish and maintain systems to gather, record and store information and data.

To ensure the completion of all necessary administration in accordance with Departmental procedure.

To contribute to the development of the Department's Children's Services Business Plan with reference to the key role of residential care.

To establish and maintain professional relationships and communication networks with colleagues and other agencies.

To ensure that the building and fabric within the Home is maintained to a condition of good repair.

To report immediately to line manager any significant incidents or concerns which may have implications beyond the normal day-to-day running of the Home (eg. missing residents, media enquiries, etc.).

Manage all Care Inspectorate elearning duties.

Managing Financial Resources

To contribute to the budget setting process.

To monitor the budget of the Unit, take appropriate action and report back to the line Manager.

To authorise appropriate expenditure and ensure good practice in the handling of all monies and valuables.

Staff recruitment

To identify staff requirements within the Children's Home.

To contribute to the recruitment and selection of staff in accordance with Departmental guidelines and procedures.

To ensure an appropriate induction programme is available to all new members of staff.

Managing Staff Resources

To manage, plan and allocate staff resources to ensure that a consistent high quality of care is provided for young people in residential care.

To professionally develop self, individual staff members and the staff team in accordance with supervision policy and staff appraisal policy.

To assess and evaluate the competence of individual staff members and the staff team in accordance with Departmental requirements.

To establish and maintain a supportive and caring environment for staff and operate Departmental procedures.

To manage disciplinary procedures as required.

Staff Development

To promote training within the home to achieve the Departmental and SSSC target of fully qualified care staff.

To establish with relevant colleagues a staff development plan for the Home.

To personally undertake training programmes and opportunities as required by the Department.

Care Planning

To ensure that all young people have clearly stated care plans and that these are implemented and reviewed in accordance with Departmental procedures.

To develop programmes and services for young people within the Home and to participate in the development of services for all looked after and accommodated young people.

Quality Assurance

To ensure the development and implementation of a quality assurance programme within the Unit. A key task will be involving young people in this process.

Health and Safety

To establish and maintain a safe and healthy environment in the home for young people and staff.

| **Person specification** | | |
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| **Criteria** | **Essential** | **Desirable** |
| **Education, qualifications and training** | Social Services (Children and Young People) at SCQF level 9 is a re accredited qualification.<br>Registered Managers Award<br><br>Registration with SSSC<br><br>A current driving licence and use of a vehicle is an essential requirement of this post. *If you have a disability which precludes you from holding a driver's licence, Scottish Borders Council will take into account its responsibility to make reasonable adjustments to allow for your disability. Should it be possible to make such an adjustment in order that you can undertake the travel responsibilities of the post, this will be taken into account in consideration for this role | SVQ Care Services Leadership and Management SCQF level 10<br><br>Social Work Degree |

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| **Skills, knowledge and competences** | A thorough understanding of legislation which underpins the statutory responsibilities related to delivering services within Children's Services.<br><br>Evidence of successfully supporting, motivating and encouraging staff. | N/A |
| **Experience** | Experience of managing staff within a residential setting.<br><br>Knowledge & experience of Health & Safety compliance<br>to ensure the effective management of health & safety within a residential child care setting, for children and young people, employees and anyone else affected by the work activities, through the implementation and compliance with health & safety policies, procedures and arrangements.<br><br>Applicants should have experience and be confident in managing child protection and residential social work at a senior level and understand the demanding nature the role and the requirement to balance competing demands.<br><br>Applicants should have experience in providing high quality supervision and be motivated to lead a team. | N/A |
| **Other** | | |

Driving Licence - Where it is an essential requirement for this post to hold a current driving licence. Note: If you have a disability which precludes you from holding a drivers licence, Scottish Borders Council will take into account its responsibility to make reasonable adjustments to allow for your disability. Should it be possible to make such an adjustment in order that you can undertake the travel responsibilities of the post, this will be taken into account in consideration for this role.

## HEALTH & SAFETY STATEMENTS

To ensure the effective management of health & safety within the area of responsibility, for employees and anyone else affected by the work activities, through the implementation and compliance with health & safety policies, procedures and arrangements.

This profile is indicative of the nature and level of responsibility associated with the post. It is not exhaustive and the post holder may be required to undertake such other duties as may be required by the Workforce Planning & Development Manager to meet the needs and responsibilities of the Service and the Council.

Equality – Ensure that all work and outputs comply with and promotes equal opportunities and diversity.

Supervisory or Managerial posts only - Ensure that HR systems are in place for reporting management information and making recommendations for any corrective action necessary.

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Equal Opportunities - Scottish Borders Council is committed to improving the diversity of its workforce to better reflect the communities we serve. We welcome applications from all minority groups and individuals who identify with one or more of the protected characteristics as defined by the Equality Act 2010. In particular from candidates who assess themselves as having a disability, under the Disability Confident Employer scheme this guarantees an interview to those individuals who meet the essential criteria of the post. All appointments will be made on merit.

**Digital Innovation & Solution Focused Statement**
Scottish Borders Council is committed to excellence and continuous improvement through the transformative power of digital solutions reinforcing our commitment to excellence, sustainability, enhancing our work practices and enriching our support to the community. As digital innovation evolves, our organisation is dedicated to integrating these advancements in a manner that aligns with our core values and strategic objectives.
All roles across the Council will actively seek and implement the latest digital solutions and technologies that can improve efficiency, productivity, and the quality of our services. Training will be provided, to ensure staff are proficient in utilising new technologies, fostering a culture of continuous learning and adaptability.

Please note priority will be given to staff on the deployment/redeployment list who meet the essential criteria of the post.

**Please note that applicants who have received early retirement/voluntary severance from Scottish Borders Council will not be considered.**

TEMPORARY POSTS
If at a later date a temporary post becomes permanent, it will be at the discretion of the Department's management team to confirm the post holder as permanent without readvertising.

## PRE EMPLOYMENT CHECKS
### Essential

- Confirmation of Right to Work in the UK **- (All posts)**
- Level 1/Level 2/PVG Registration Disclosure Check - ***(PVG/Disclosure posts only)***
- References - ***(All posts***)
- Confirmation of qualifications required to meet the essential criteria on the person specification **- (All posts)**

**Right to Work in the UK** - To ensure that you are eligible to work in the UK, we will require the following documentation:

- A Passport showing you are a British/Irish Citizen.

  OR

- A British Birth/Adoption Certificate along with an official document containing your name and permanent National Insurance number

**For all other nationalities**

- Settled status code

  OR

- Immigration status document, for further information visit Apply to the EU Settlement Scheme (settled and pre-settled status) - GOV.UK (www.gov.uk)

Please note that a Short Birth Certificate and a Driving Licence are not sufficient to show your entitlement to work in the UK.

## OTHER DETAILS
### Disclosure/PVG Registration

Under the Rehabilitation of Offenders (Exclusion and Exceptions) (Scotland) Order 2003 to the 1974 Rehabilitation of Offenders Act (ROA) Scottish Borders Council are entitled to ask "exempted questions" that require applicants for certain positions to reveal their full criminal history.

This means that all details of criminal convictions, whether they are spent or not, must be disclosed to help the recruiting manager assess the person's suitability for a position of trust.

### Disclosure
These "excepted professions" are set out in the Exceptions Order and include:

- certain professions in areas such as health, pharmacy and the law;
- senior managers in banking and financial services;

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## PVG Registration

Certain posts are considered Regulated Work with Vulnerable Children and/or Protected Adults, under the Protection of Vulnerable Groups (Scotland) Act 2007. Preferred candidates will be required to join the PVG Scheme or undergo a PVG Scheme update check prior to a formal offer of employment being made by Scottish Borders Council.

## PVG/Disclosure Process

After the application is processed you will receive an email with a secure link to view the disclosure. You must share this with us to progress the recruitment process.

## Teacher Posts in Catholic Schools

Certain posts are in a denominational school therefore candidates must seek Catholic Church approval when submitting their application for these posts. You should apply for RC Church approval at the same time as submitting your application form. Guidance and the relevant forms can be obtained at www.sces.uk.com/approval.html.

## Political Restrictions

Certain posts within Scottish Borders Council will be deemed Politically Restricted. If you are appointed to such a post the Local Government Officers' (Political Restrictions) Regulations 1990 provide that your terms and conditions of employment are deemed to incorporate additional provisions set out in the Schedule to the Regulations, a copy of which can be obtained from HR. Full details of restrictions will be provided in your application pack if you are applying for a Politically Restricted post.

**** From 1 April 2026 a Scottish Local Government Living Wage Rate of £13.52 per hour has been agreed. All employees recruited on a salary/wage less than the SLGLW rate shall receive a payment additional to their salary/wage in order that they are paid at the rate of £13.52 per hour. The additional payment shall count as pensionable earnings and be subject to deduction of tax, national insurance and pension where appropriate.