

**JOB DESCRIPTION**

**Post:** Assistant Services Manager – Children and Young People

**Salary scale:** £28,896 Full Time Equivalent, pro-rata, plus 6% pension scheme after satisfactory completion of 3 months in post

**Hours:** 21 per week (occasional weekend and evening work, as required, for which time off in lieu will be given)

**Location:** 8 Stanley Park Road, Wallington SM6 0EU

**Annual Leave:** 30 days plus bank and public holidays, pro-rata

**Responsible to:** Children’s Services Manager

**Job Purpose**

To assist the Children’s Services Manager (CSM) in delivering a programme of high quality group-based services for children and young people with a learning disability.

**Duties**

1. In conjunction with the CSM, to plan and provide a programme of safe stimulating and enjoyable play and leisure opportunities and activities which meet the individual needs of children and young people.
2. To ensure accurate record-keeping in relation to services, service users, staff schedules and attendance.
3. To assist the CSM in undertaking initial assessments for new children seeking to access Sutton Mencap services.
4. With the CSM, to carry out and maintain risk assessments for individuals, activities and alternative settings.
5. To monitor outcomes and carry out assessments and reviews for children attending services.
6. To assist the CSM in providing monitoring information and reports to Sutton Mencap’s Director and trustees and relevant external bodies.
7. With the CSM, to liaise with other agencies and participate in multi-agency review meetings for children and young people attending Sutton Mencap services
8. To co-ordinate occasional service sessions and be available for occasional out of hours cover and telephone support.
9. To keep up-to-date with service development, good practice, relevant legislation and to undertake training to enhance professional skills and knowledge.
10. To help promote and publicise Sutton Mencap’s children’s services.
11. To attend internal meetings, supervision and training sessions.
12. To comply with Ofsted regulations and standards.
13. To deputise for the CSM when required.
14. With the CSM, to ensure understanding and compliance with Sutton Mencap’s safeguarding policy and procedures and support staff and volunteers in their safeguarding role.
15. To implement all Sutton Mencap policies and procedures.
16. To undertake such duties of a similar nature as may be required from time to time.

**Note:**

Any job description provided by Sutton Mencap does not form part of a contract of employment unless specified otherwise.

Reviewed September 2018

*Sutton Mencap is committed to safeguarding and promoting the welfare of children, young people and adults at risk. Our recruitment procedures are designed to ensure all employees and volunteers share this commitment.*