Hello.

Marydale Lodge, previously known as St Catherine’s Secure Children’s Home, is the only secure home in the country that is delivered through a charity organisation. Whilst Marydale has been around for nearly 20 years, Nugent has been providing care, support and education to some of the most vulnerable people within our society for 139 years.

Like many secure children’s homes, Marydale Lodge has cared for and educated thousands of children, children who are vulnerable through their experiences and face high levels of disadvantage. We want to ensure every child who resides at Marydale is surrounded by warm, caring adults that strive to make a real difference.

Marydale Lodge has experienced regulatory challenge over the years, and unfortunately shortfalls in the quality and delivery of care and education have, appropriately, been scrutinised by Ofsted. We are proud to say that Marydale Lodge was re-inspected by Ofsted in January 2020, achieving an overall rating of Good. This is a significant achievement as the home was judged to be inadequate in October 2019.

For anyone currently delivering within the sector, you will appreciate the level of progress and development that has taken place in order to achieve this positive rating. There has been significant investment to improving the physical environment for our children and young people, which we continue to further develop. We are looking for an exceptional Registered Manager to continue in leading Marydale Lodge, not only sustaining the Good rating but striving to reach Outstanding. The Registered Manager will be supported by four Deputy Managers, an Associate Headteacher, a Senior Childcare work and Childcare worker team.

We look forward to hearing from you.
About

We offer a diverse range of support to adults and children through our schools, care homes, children’s homes, community and social work services and social enterprise. We work at the heart of some of the most vulnerable and disadvantaged communities. We strive to generate interest, awareness and understanding of issues around poverty and social welfare and the impact of this on our wider communities.

Vision

To be an entirely dignified and outstanding organisation.

The vision for the organisation continues the spirit of our purpose which is to continue to provide and develop the kind and essential work of Father Nugent.

‘Outstanding’ has been developed to fit our purpose into the context of a sector that is rigorously regulated.

Dignified relates to a value check against our faith based origins within the Catholic Social Teachings.

Our vision acknowledges the standards of a holistic environment which includes service users, stakeholders (including staff), regulators and a strong value base.

Purpose – why we exist

Nugent is here to continue the kind and essential work started by Father Nugent helping the most vulnerable people in our communities.

Our Mission – how we achieve our purpose

• To care, educate, protect and inspire those in need
• To be an employer of choice
• To be an advocate. A voice for the voiceless.

Our Values

In order to fulfil our mission and purpose we have agreed on a set of values that are the foundation, our beliefs and our behaviours throughout the organisation.

Our values are:
• integrity
• ambition
• courage
• compassion
• optimism
• respect
• dignity
Overall purpose of the post

- To lead and manage the secure children’s Home and ensure the efficient operation of the service in accordance with the relevant legislation, regulations, inspection framework, procedures, policies and the statement of purpose for the home.
- To provide high quality care that supports the needs of the young people, to be an advocate for their well-being and to provide strong, motivational leadership to staff.
- Leadership and management of the Children’s Home by overseeing the day-to-day operations and direct line management of the Deputy Managers and Head of Education.
- To provide operational oversight of Secure Stairs, working collaboratively with Health leads.
- To develop and implement programmes of care and education based on the assessment of individual need and developmentally appropriate.
- To ensure that the policies of Nugent, in regards to the care and management of the Secure Children’s home are carried out.
- To ensure multi agency work between Care, Education and Health to support and develop all plans for the young people in our care.
- To lead regulatory inspections, ensuring the care, education and health services are of high-quality and evidenced during inspection.

Main Duties and areas of responsibility

The overall day to day operations of the secure children’s home. This will include centre leadership, staff support and decision making within the boundaries of delegated authority and within the policies and procedures of Nugent and to outline a balanced programme in co-operation with all staff to take account of the social, care and education needs of all young people. You will provide leadership and oversight to the three disciplines at the centre; Care, Education and Health.

Key Tasks in this area will include the following:

- Ensuring the effective leadership, management and functioning of the Senior Leadership Team within the home.
- To support staff to achieve the highest standards of care for the Children and Young People at the home.
- To contribute to a comprehensive staff training and development programme to enable the home to have available all necessary skills and levels of expertise to meet the needs of the young people.
- Drive and oversee staff development, training, supervision and appraisal.
- Implementation of Nugent’s Governance processes and procedures.
- Effective running of record-keeping systems within the home, especially with regard to safeguarding, admissions registers, controls and sanctions records, secure accommodation records, inventories, unit files and log books. Records on each individual young person, and all statutory records as required by the Children Act 1989 and relevant Statutory Instruments and other relevant legislation
- The effective implementation of recording on care systems for the young people
- Ensure all clinical practices and medication processes within the home are conducted in line with legislation.
- To act as designated safeguarding lead, responding immediately to all safeguarding concerns and ensuring that such concerns are reported to the Head of Residential (Children’s), notified to Ofsted and the statutory authorities where applicable
- The effective operation of the whole staff team
- The effective control of appropriate finance and administrative systems in accordance with Nugent procedures and policies.
- The effective care, management and security of the premises, buildings, and contents.
- The effective operation of appropriate Health and Safety measures and systems.
• Ensuring the maintenance, upkeep and development of the Centre's premises and grounds, including general maintenance in collaboration with Nugent Facilities and Maintenance Team.

• Participating with Nugent staff in the monitoring of practice and standards within the Homes and in reviews of policy

• Facilitating regular SLT meeting and wider staff meetings

• Ensuring that all young people referred are the subject of compatibility assessments, statutory reviews and case conferences; all in accordance with regulatory requirements

• Ensuring compliance with Ofsted regulations with the aim of delivering the highest possible rating.

• Ensuring that all staff take appropriate responsibility in such a way that decisions are taken at as low a level of line management consistent with good child care practices, Nugent policies, and legal requirements

• Participating in the preparation of the annual budget along with the Head of Residential (Children's) and Nugent's Finance Officer.

• Being accountable for expenditure and the use of resources and ensuring that such expenditure and usage is in accordance with Nugent procedures and policies.

• The safe recruitment and appointment of staff

• Managing poor performance

• Leading and contributing to investigations and disciplinary proceedings where necessary

• Managing sickness and other absences in a way that ensures continuity of care for children and young people

• Attending Nugent Operational Management Meetings and contributing to the development of corporate policies and procedures

• Being accessible to staff and young people and ensuring that both have access to a grievance procedure suitable to their needs.

• Promote good child care practice through the provision of a therapeutic and caring environment for the young people admitted to the home.

**Incident Management – On Call Roster**

• The post holder is required to provide bronze level cover as part of Nugent's incident management policy.

**Safeguarding**

Ensuring safe practice guidelines are followed and safeguarding policies and procedures are adhered to at all times.

**Additional duties**

Additional duties as and when required. The role may include evening and weekend working.

**Confidentiality**

It is expected that all Nugent employees will understand that our work is confidential and that personal details about clients and their families should not be divulged to anyone.

**Nugent and fundraising**

Nugent is a Charity and as such relies on its good reputation and voluntary contributions and donations from members of the public, from grant making bodies and corporate sponsorship.

All employees of Nugent are expected to behave in a way that enhances the reputation and image of the Charity. In addition, staff are expected to be responsive to fundraising initiatives, attend public events whenever possible and generally take seriously their role in raising income for the Charity at every opportunity.

**Equality and diversity**

Nugent affords all employees equal opportunities in employment irrespective of disability, gender, race, religion, age, sexuality, sexual orientation, marital status, parental status etc. Nugent will
ensure that discriminatory practices are identified and removed and non-discriminatory practices introduced in all areas of employment.

**Information governance and code of confidentiality**

The information governance standards outline how employees must deal with personal information about employees, service users, corporate and finance information. It is a requirement that all Nugent employees’, in the course of their work treat such personal data confidentially and comply with Nugent’s confidentiality policies. A failure to comply with information governance standards may result in disciplinary action.

**Basic principles**

The post holder is expected to be familiar with and work within the Basic Principles of Nugent. He/she must be prepared to operate within a Catholic Agency, while ensuring that people of other denominations and religions have their spiritual needs met.

**Conditions of service**

The conditions of service are set out in the Nugent handbook.
## Person specification

<table>
<thead>
<tr>
<th>Category</th>
<th>Essential (E)</th>
<th>Desirable (D)</th>
<th>Application (A)</th>
<th>Interview (I)</th>
<th>References (R)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Qualifications</strong></td>
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<tr>
<td>Level 5 Diploma in Leadership and Management for Residential Childcare</td>
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<td>A/I</td>
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<td><strong>Experience</strong></td>
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<td>Direct work with young people</td>
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<tr>
<td>To have worked (within the last 5 years) for at least 2 years in the residential care of children</td>
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<td>A/I/R</td>
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<tr>
<td>At least 2 years in a supervisory and management role in children’s residential care</td>
<td>E</td>
<td></td>
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<tr>
<td>3 years’ experience within Secure Children’s Homes</td>
<td>D</td>
<td></td>
<td>A/I/R</td>
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<tr>
<td><strong>Knowledge</strong></td>
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<td>Child development and the impact of early trauma and insecure attachment</td>
<td>E</td>
<td></td>
<td>A/I/R</td>
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<tr>
<td>Understanding of learning disabilities</td>
<td>E</td>
<td></td>
<td>A/I/R</td>
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<tr>
<td>Understanding causes of challenging behaviour and evidence based methods and/or therapeutic intervention</td>
<td>E</td>
<td></td>
<td>A/I/R</td>
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<tr>
<td>Understanding of social, emotional and mental health needs of children and young people</td>
<td>E</td>
<td></td>
<td>A/I/R</td>
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<td><strong>Skills</strong></td>
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<tr>
<td>Ability to demonstrate experience of overall leadership and management responsibility for a service</td>
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<tr>
<td>Ability to support and supervise staff members</td>
<td>E</td>
<td></td>
<td>A/I/R</td>
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<tr>
<td>Ability to manage own time and workload effectively</td>
<td>E</td>
<td></td>
<td>A/I/R</td>
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<tr>
<td>Ability to form and maintain professional relationships with staff and young people</td>
<td>E</td>
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<td>A/I/R</td>
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<tr>
<td>Ability to contribute to Placement Plans and to involve young people in their development</td>
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<tr>
<td>Ability to support the social, emotional and educational development of young people</td>
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<td>Ability to work as part of a management team</td>
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<tr>
<td>Ability to manage challenging behaviour in a positive way</td>
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<td>Ability to work calmly in difficult situations</td>
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<td>Good communication skills (written and verbal)</td>
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<td>A/I/R</td>
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<tr>
<td>Ability to produce professional, accurate and factual reports</td>
<td>E</td>
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<td>A/I/R</td>
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<tr>
<td>Good IT skills</td>
<td>E</td>
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<tr>
<td><strong>Attitudes</strong></td>
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<td>Commitment to representing Nugent. Commitment to the safeguarding of children and young people at all times</td>
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<tr>
<td>Commitment to working effectively and collaboratively with the line manager and peer group</td>
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<td>Acknowledging the potential for personal growth/change in every individual</td>
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<td>Actively promote the cultural and ethnically diverse ethos of Nugent and the people we serve</td>
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<tr>
<td><strong>Special Requirements and Environmental Factors</strong></td>
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<td>All candidates must be able to demonstrate a good performance record</td>
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<td>Commitment to work flexibly to meet the needs of the service including weekend and some public holiday working. There may be a need to work overtime from time-to-time for which time off, in lieu, will be given</td>
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<tr>
<td>Be available for ‘out of hours’ support</td>
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Benefits, rewards and recognition

Here is a summary of the benefits, rewards and recognition that we currently offer to our staff.

Pension scheme

Our pension provider for is Aviva. Staff pay a percentage of their salary monthly into their pension fund. Nugent also pays a contribution to the individual’s pension fund. Teachers can join and become a member of the Teachers’ Pension Scheme.

Under Government rules all staff who are eligible for pension scheme membership are automatically enrolled into the Aviva scheme. You can opt out of the scheme if you wish. Employee and employer contributions increase over time in line with auto-enrolment regulations.

Annual leave

Managers paid at spinal point 32 to 50 will receive 25 days annual leave per year plus 8 bank holidays. On completion of 12 month’s service managers will receive one additional day of annual leave per year up to a total of 30 days plus 8 bank holidays.

Credit Union membership

• Operated by Partners Credit Union.
• Staff can open a savings account, saving as little as £1 per month, and borrow money at reasonable rates.
• Deductions can be made direct from salaries, by notifying Finance.

Healthcare Cash Plan

• Provided by Medicash.
• Staff can opt to join at a variety of benefit levels, which will pay towards health care costs.
• Membership/joining information is available from the Central Office HR department.

Life Assurance scheme

• Provided by Howden Employee Benefits.
• Pays one year’s salary to a nominated individual in the event of the employee’s death in service.
• All staff are eligible to receive this benefit free of charge when they start with Nugent.

Employee annual awards

Our iACCORD Awards are based on each of the seven values. Separate awards are given for managers and non-management staff.

Awarded on the basis of staff nominations, judged by Trustees. Presentations made at the annual Leadership Summit and Start the Year Conference.

Occupational Health services

• Provided by Everwell Occupational Health.
• Management referrals to clinics in various locations. Telephone consultations also available.

Counselling service

• Confidential service provided by Compass Counselling.
• Phone number available from Central Office HR Department.
• Leaflets/posters also distributed.

Employee long service awards

• 10 years and 20 years service
• Certificate and vouchers presented at the Start the Year Conference

Subsidised Physiotherapy

Where a member of staff has been injured by a service user, 50% of the cost of private physiotherapy undertaken will be reimbursed, up to £150.

Individuals should inform their manager of their
intention to seek private treatment and claim reimbursement.

**Free eye tests**

If your role involves working at a computer for most of the day, you can request a voucher to cover the cost of an eye test at an Optician.

Ask your manager to request a voucher from the Administration department at Central Office.

**Free DBS check for everyone**

All staff are required to join the DBS Update service, which provides them with their own online DBS account. Nugent pays the cost of this.

Staff should pay attention to notifications sent to them by DBS, contacting their manager or HR for advice if necessary.

**Professional development**

The Supervision and Appraisal process provides all staff with the opportunity to develop their skills and knowledge for their current role and their next one.

Supervision meetings with your manager should take place regularly, and an annual Appraisal meeting will result in a development plan for you to follow.

**Free car parking**

Most of Nugent's premises have car parking facilities for which there is no parking charge. However, some of Nugent premises do not have car parking space.
Job applicants and current and former employees

Nugent is the data controller for the information you provide during the process unless otherwise stated. If you have any queries about the process or how we handle your information please contact us at hr@wearenugent.org.

What will we do with the information you provide to us?

All of the information you provide during the process will only be used for the purpose of progressing your application, to maintain your contract of employment or to fulfil legal or regulatory requirements if necessary.

We will not share any of the information you provide during the recruitment process with any third parties for marketing purposes or store any of your information outside of the European Economic Area. The information you provide will be held securely by us and/or our data processors whether the information is in electronic or physical format.

We will use the contact details you provide to us to contact you to progress your application. We will use the other information you provide to assess your suitability for the role you have applied for.

What information do we ask for, and why?

We do not collect more information than we need to fulfil our stated purposes and will not retain it for longer than is necessary. The information we ask for is used to assess your suitability for employment. You don't have to provide what we ask for but it might affect your application.

Application stage

We ask you for your personal details including name and contact details. We will also ask you about your previous experience, education, referees and for answers to questions relevant to the role you have applied for. Our recruitment team and hiring managers will have access to all of this information.

You will also be asked to provide equal opportunities information. This is not mandatory information – if you don't provide it, it will not affect your application. This information will not be made available to any staff outside of our recruitment team, including hiring managers, in a way which can identify you. Any information you do provide, will be used only to produce and monitor equal opportunities statistics.

Shortlisting

The hiring manager shortlists applications for interview. They will be provided with your application with your name and contact details but not with your equal opportunities, information if you have provided it.

Assessments

We might ask you to participate in assessment days; complete tests or occupational personality profile questionnaires; and/or to attend an interview – or a combination of these. Information will be generated by you and by us. For example, you might complete a written test or we might take interview notes. This information is held by HR for the duration of the recruitment process then confidentially destroyed.

If you are unsuccessful following assessment for the position you have applied for, we may ask if you would like your details to be retained in our talent pool for a period of six months. If you say yes, we would proactively contact you should any further suitable vacancies arise.

Conditional offer of employment

If you pass the interview stage then we will ask you for information so that we can carry out pre-employment checks. You must successfully complete pre-employment checks to progress to an offer of employment. We are required to confirm the identity of our staff, their right to work in the United Kingdom and seek assurance as to
their suitability for the position applied for.

You will therefore be required to provide:

• Proof of your identity – you will be asked to produce original documents at interview, we will take copies.
• Proof of your qualifications – you will be asked to produce original certificates at interview, we will take copies.
• We will ask you to complete a questionnaire about your health. This is to establish your fitness to work and if any adjustments are needed. This is done through a data processor who provides a confidential Occupational Health Service.
• You will be asked to complete a DBS criminal records check to declare any unspent convictions (subject to the position being eligible for DBS). A barred list check for staff working with children or adults will be done as part of the enhanced level disclosure and you will be asked to complete a consent form for HR to join you to the Update Service.

We will contact your referees, using the details you provide in your application, directly to obtain references.

If we make a formal offer of employment we will also ask you for the following:

• Bank details – to process salary payments
• Emergency contact details – so we know who to contact in case you have an emergency at work
• You will be auto enrolled onto Nugent’s Occupational Pension Scheme as per the Government regulations

Our Code of Conduct requires all staff to declare if they have any potential conflicts of interest. If you complete a declaration, the information will be held on your personnel file.

How long is the information retained for?

If you are successful, the information you provide during the application process will be retained by us as part of your employee file for the duration of your employment plus six years following the end of your employment. This includes the reference number and date of your DBS clearance, fitness to work, records of any security background checks and references.

If you are unsuccessful at any stage of the process, the information you have provided until that point will be retained for six months from the closure of the campaign. Information generated throughout the assessment process, for example interview notes and equal opportunities information are retained for six months following the closure of the campaign.

How we make decisions about recruitment?

Final recruitment decisions are made by hiring managers and members of our recruitment team. All of the information gathered during the application process is taken into account.

Psychometric testing is marked and a result is generated automatically. However, if you wish to challenge the mark you have received, the result can be checked manually.

You are able to ask about decisions made about your application by speaking to your contact within our recruitment team or by emailing hr@wearenugent.org.

Changes to this privacy notice

We keep our privacy notice under regular review. This was last updated on 5 April 2018.

How to contact us

If you want to request information about our privacy policy, you can email us or write to:

Governance, Nugent, 99 Edge Lane, Liverpool L7 2PE.
0151 261 2000
complaints@wearenugent.org