



SARACEN CARE SERVICES

ROTA PLANNER / ADMIN ASSISTANT

- Are you a highly organised, professional individual with an interest in health and social care, rota planning, and excellent admin skills
- Are you looking for a role that is both people focused and analytical?
- Do you have experience of producing rotas and timetables?
- Are you an effective communicator with good interpersonal and admin skills?
- Are you able to work in a fast-paced challenging environment?

If you are thinking yes then we would love to hear from you!

Job Types: Full-time, Part-time, Permanent

Salary: £19,000.00 to £21,000.00 /year

Application deadline: 31/07/2020

SUMMARY JOB DESCRIPTION

At Saracen Care we need to ensure that we have the right staff, in the right place, at the right time in order to provide a high quality of care and support. The Rota Planner/Admin Support role is a busy role as you assist the team in managing the allocation of staff for the business using the Staff Plan rostering programme. We currently have over 100 staff and operate in Swindon and Gloucestershire.

You will assist the Rota Manager in covering shifts in all our care locations. You will be supported by a team of care managers who will explain the needs of the people we support, to enable you to develop an understanding of each individual's staffing requirements. You will also assist the Training & Development and Recruitment & HR Managers with essential administration tasks.

This role is instrumental in the successful running of the business and you will need to be adaptable to change, fast thinking and have sound problem solving skills, and a friendly and approachable personality.

THE ROLE

Service

- Input staff personnel data including contracted hours and shift availability into the staff plan programme
- Monitor staffing levels to ensure the operational needs of the business are met, taking into consideration sickness, annual leave, training and other factors which effect staff provision;
- Assist in the recruitment and training administration for new and existing staff

THE CANDIDATE

You will need good communication skills to liaise with a range of people including staff, people we support and family members, and be a motivated individual who is able to work independently as well as being part of a team.

Your skills

- Previous experience working in a planning/admin role
- Experience of working in a fast paced environment
- Experience of scheduling staff rota's
- Have Microsoft Office Skills, including Word, Powerpoint, Excel and Outlook
- Adaptable to be trained on new systems
- Knowledge of the care sector (desirable)
- Exceptional communication and interpersonal skills
- Highly organised individual with strong attention to detail with a methodical, structured approach
- Self-starter who is able to work under pressure.
- Problem solver
- Be friendly, approachable and have a 'can do' attitude

The position for which you are applying involves contact with vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974 and all subsequent amendments (England and Wales). For these positions you are not entitled to withhold information about police cautions, bind-overs, or any criminal convictions including any that would be considered 'spent' under the Act.

Saracen Care is committed to the safeguarding and promotion of welfare of vulnerable adults and expects all staff to share this commitment. We adhere to safer recruitment practices to protect individuals and any appointment will be subject to a satisfactory enhanced Data Barring Service clearance and references.

If you have had no response by Friday 31st July 2020 you have been unsuccessful in being shortlisted for interview.