

Job Description & Person Specification

Job Title	
Responsible to	Registered Home Manager
Responsible for	n/a
Department/Location	Strode Park House
Date/ Version	June 2022
Purpose of job	To ensure that the team workforce is organised in an effective manner and supports the work of the Foundation and its people through effective utilisation.
Key Responsibilities	<ol style="list-style-type: none"> 1. To roster the care team workforce as required, to enable the provision of care to take place in accordance with legislative and organisational standards and in a cost effective manner. 2. To input weekly hours on the computerised system, ensuring correct hours are processed to payroll for payment as per the localised guidelines. 3. To obtain shift cover to fill rota gaps and responding in a timely manner when staff absence is reported. 4. To work as a team with colleagues to ensure organisational requirements and targets are met. 5. To provide support, information and reports to the Home Management team and other stakeholders as requested. 6. To support other administrative staff with general ad-hoc administration duties. 7. To complete any archiving, filing or secure shredding duties as required. 8. Provide clerical support for the home as requested by the Home Management team. 9. To provide an effective line of communication throughout the team. 10. Uphold and maintain the organisation's policies and procedures. This includes areas such as health and safety, human resources, finance and information technology but is not limited to these areas. 11. The above list is not exhaustive and the post holder will be required to undertake such tasks as may reasonably be expected within the scope and grading of the post. Job descriptions are regularly reviewed to ensure they are an accurate representation of the post.
Expectations	<ol style="list-style-type: none"> 1. Ensure all responsibilities and activities are consistent with the terms and spirit of SPF's policies. 2. Ensure the views and needs of our service users inform and guide your work wherever possible. 3. Adhere to relevant legal and statutory requirements including the Data Protection Act (ensuring appropriate level of confidentiality at all times), Health and Safety at Work Act (ensuring the Health and Safety of own and others at all times) and any other relevant law/legislation.

	<ol style="list-style-type: none"> 4. Develop positive relationships with colleagues and other key stakeholders. 5. Keep abreast of internal and external developments and respond accordingly 6. Attend and contribute to team, departmental and other relevant internal meetings, such as training, supervision and appraisal so that at all times this post, either directly or indirectly, provides the highest standard of care to people who use our services. 7. Attend and contribute to staff training and any other training identified as appropriate for the role. 8. Contribute to making SPF an environmentally friendly workplace.
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Essential Criteria	<ol style="list-style-type: none"> 1. Educated to GCSE level or equivalent (grade C). 2. Experience of using computerised systems for rostering or related activity. 3. Ability to work and maintain a high level of accuracy and attention to detail. 4. Excellent planning and organisational skills. 5. Ability to clearly and appropriately communicate both orally and in written form with internal and external stakeholders. 6. Ability to work as part of a team and with other stakeholders in a collaborative and engaging way. 7. Demonstrable understanding and commitment to SPF's aims, values and objectives. 8. Commitment to your own continuing professional and personal development.
Desirable Criteria	<ol style="list-style-type: none"> 1. Awareness and understanding of workforce activities and role requirements in order to carry out effective and appropriate shift cover. 2. Direct or indirect experience of disability or supporting those with disabilities.
Signed (Employee)	
Print Name	
Date	