

Rota

Coordinator/Administrator

We're looking to recruit a Rota Coordinator/Administrator to oversee the management and operation of the electronic rota and care planning system in our care home at Charterhouse, The Chocolate Quarter, Keynsham. Responsibilities include inputting information into the electronic rota system and managing changes to the rota to ensure continuation of service and processing the timesheets for payroll.

What we're looking for?

The ideal candidate will be someone who has good communication skills and who has worked in a similar role or environment before. It would be desirable to have someone with experience of working with electronic rostering or care systems. A working knowledge and competence in Word, Excel and Access is essential, it is important to understand how complex rotas work.

What we offer:

We offer a competitive package including a contributory pension scheme, life assurance at 4 x salary, childcare vouchers, 23 days holiday per year plus bank holidays (pro-rata), free on-site parking, savings on shopping, opportunity to join our gym (and pool where relevant) and a subsidised restaurant. We also provide an extensive induction programme and training opportunities.

If you are ready for this new challenge, we look forward to hearing from you.

So how about it? Can you see yourself as our new Rota Coordinator/Administrator?

If so, please apply today.

How to apply:

Click on apply, where you can submit an application through our website.

The St Monica Trust is committed to promoting diversity in the workplace and therefore encourages applications from all age groups, ethnic minorities, people with disabilities and the LGBT community.

www.stmonicastrust.org.uk/jobs



St Monica Trust

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