

Hamelin Trust

Job Title:	Administrator - Residential
Accountable to:	Service Manager
Location:	Billericay (with expected weekly travel to Wickford and Rochford)
Hours:	37.5 hours per week
Salary:	£21520.13 per annum (£11 per hour)

Hamelin Trust is a local registered charity supporting individuals with a diagnosis of a learning disability or autism, providing person-centred care and support through our various services. In a rarely available role, we are looking to recruit an Administrator to be based at our service in Billericay with visits to our services in Wickford and Rochford when required. Flexible travel will be required between these areas. The hours are 8.30am - 4.30pm, Monday to Friday.

The role, which offers administrative support to the Residential Services Manager and teams, includes producing monthly invoices, overseeing petty cash expenditure, maintaining the booking system and other databases, and typing reports, Care Plans and correspondence.

You will have a previous experience in office administration, ideally within a Health and Social care environment (or similar), excellent written and verbal communication skills and outstanding IT knowledge. A flexible, adaptable and friendly approach is essential as is a commitment to our organisational values:

- We Care
- Be Curious
- Show Leadership
- Embrace Change
- Seek Collaboration
- Have Fun

In return we offer:

- £11 per hour
- Free training
- Free enhanced DBS check
- Free onsite parking
- Access to our Employee Assistance Program through Health Assured

To apply for this role please visit <https://hamelintrust.org.uk/vacancies> or contact the HR team at hr@hamelintrust.org.uk for full details. With interviews being arranged in the upcoming days, we'd love to hear from you!

Hamelin Trust has a duty to safeguard and promote the wellbeing of its service users and is committed to doing so. Hamelin Trust expects all staff and volunteers to share this commitment. All appointments are subject to satisfactory enhanced DBS disclosure & other safeguarding clearance.

Job Type: Full-time

Salary: £21,520.13 per year

Benefits:

- Casual dress
- Company pension
- Free parking
- Health & wellbeing programme
- On-site parking

Schedule:

- 8 hour shift
- Monday to Friday

Ability to commute/relocate:

- Billericay: reliably commute or plan to relocate before starting work (required)

Experience:

- Administrative experience: 1 year (required)

Licence/Certification:

- Driving Licence (required)

Work Location: In person

Application deadline: 20/10/2023

Please see full job description below:

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Direct reports:	None

Job Summary

To provide administrative support to the Residential Services, supporting the Management team of those services.

Main duties and responsibilities:

1. Bookings management

- End to end booking administration
- Invoicing
- Coordination of transportation relating to booking
- Updating and maintaining database and booking system

2. Staffing

- Sickness administration
- Annual leave administration
- Coordinating of staff meetings and producing minutes
- Coordinating and supporting with staff inductions
- Supporting the service management with rotas and data inputting
- Completing and tracking annual staff drivers license checks
- Liaising with People team as and when required

3. Training

- Coordinating staff mandatory training with external provider
- Administration of mandatory training course attendance via our Learning Management System

4. Systems

- Supporting with the roll out of the new systems including QCS and Log My Care (care management).
- Undertake data entry, and ensuring accurate and compliant records are maintained on the systems.
- Run reports and present data as directed.

5. Hydropool Administration

- End to end booking administration for the Hydropool.
- Taking bookings and payment.
- Invoicing

6. Central Administration

- Management of the Company fleet, including co-ordinating MOTs, services, tax, insurance, fuel cards, repair and recovery. Trouble shooting issues. Ensuring daily, weekly and monthly vehicle are maintained and any issues escalate as required.
- Log and monitor service contracts, e.g. hoists.
- Database management, including DOLs, A+I, MCA, safeguarding and consent.
- Petty cash administration.
- H&S checks, monitoring and administration as required.
- Support Director of Care with monthly update and communications.
- Supplies management, including finding cost efficiencies.

All staff are expected to work in co-operation with:

- Hamelin Trusts Executives and senior management, staff, volunteers, consultants and students.
- Staff from other agencies eg social workers, training providers such as Hamelin Trusts training team NPTC or City and Guilds, employment advisors, health care professionals etc.
- Members of all professionals sharing responsibility for the wellbeing of service users.

Other Duties:

The post holder will be working in a dynamic, developing and changing environment thus will be expected to undertake other appropriate duties as required for the effective operation of the Hamelin Trust.

There may be a need for occasional working out of hours, e.g., evenings and weekends.

The post holder must be able and willing to get to and work across each of the service/project locations.

The post holder will be required to apply for a Disclosure and Barring Service check

Mandatory Criteria

1. Professional Codes of Conduct

The post holder will be required to respect professional codes of conduct and practice relevant to their role, as appropriate.

2. Health and Safety

The post holder will be responsible for health and safety in the area under their control and ensure that they are familiar with Hamelin Trust's policy on health and safety at work.

3. Mandatory Training

The post holder will attend all mandatory training relevant to their role.

4. Our values

- We Care
- Be Curious
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Person Specification

Qualifications

- Grades A to C in GCSE Maths and English (E)
- Business, IT or office administration diploma or equivalent (D)

Experience

- Proven experience as an administrator (E)
- Experience with Microsoft office database administration(E)
- Experience working in the social care sector (D)

Knowledge and Skills

- Outstanding written and verbal communication skills (E)
- Excellent organisational skills and the ability to manage a variety of tasks (E)
- Flexible, adaptable and able to work in a busy environment(E)

Key = E, Essential D, Desirable

Hamelin Trust has a duty to safeguard and promote the wellbeing of the people it supports and is committed to doing so. Hamelin Trust expects all staff and volunteers to share this commitment. Appointments are subject to satisfactory enhanced DBS disclosure & other safeguarding and recruitment clearances

Signed & Agreed: NAME

Signature:

Date: