



## **JOB DESCRIPTION**

**Job Title: Administrator**

**Based:** Olton, Solihull, B27 6PF

**Salary:** £8,000 pa for 16 hours per week (£9.62 per hour)

### **Job Role:**

Sir Josiah Mason Trust (a well-established charitable housing and care provider in Olton, Solihull) currently has a vacancy for a part-time Administrator to work in its residential care home in Olton, Solihull from 10am to 2pm Monday to Thursday (although there is some flexibility on these hours).

As a charity, our ethos is to put our residents' care and wellbeing at the heart of everything that we do. This is a key role in our care home and you will provide high quality reception / administrative support to the registered manager and the care team, deal with all visitors and telephone enquiries into the care home, process admission and discharge forms, help organise activities, minute staff/resident meetings, plans staff rotas and order stationery.

### **Key Skills:**

- It is essential that you have previous experience in a reception or administration role.
- In addition, you will have excellent written and verbal communication skills and be IT literate.
- You will hold a minimum of Maths and English Grade C at GCSE or equivalent.
- The Trust is looking for an organised, professional, self-motivated team player who is sensitive to the needs of older people.
- As the post involves working with vulnerable adults, an enhanced DBS check will be taken up for successful candidates by the Trust.

### **What we offer:**

We continue to reward our staff with competitive pay rates and a number of employee benefits including:

- Starting on 31 days holiday inclusive of Bank Holidays (increases with service)
- An annual 'wellbeing' day for all staff
- Company sick pay
- Pension scheme
- Employee Assistance programme
- Flexi-time Scheme
- Long service awards
- Ongoing career development training

### **Equal Opportunities:**

We are proud to be an **equal opportunity employer**. We celebrate diversity and are committed to creating an inclusive environment for all employees.

**Equal Opportunities:**

The Trust is committed to equality of opportunity for all staff and applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage and civil partnerships.

**Closing Date: 17<sup>th</sup> March 2020**