



Seckford Care
A tradition of quality since 1587

Care Support Workers Application Pack



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Care Support Workers – 6 Month fixed-term and Relief Staff Required
Salary £17,571.41 - £20,013 per annum (pro rata based on hours)
Permanent Hours: Up to full time hours available 6 months fixed-term
Relief Hours: regular relief shifts available

Seckford Care is an award winning, CQC Outstanding care home based in our beautiful grade 2* listed building at the heart of Woodbridge. We provide very sheltered flats for those who wish to live independently, safe in the knowledge that carers are on hand 24 hours a day, residential care in Jubilee House for those who would like their own comfortable room and all their meals, laundry and cleaning provided, and prior to the Covid-19 pandemic, a day club for those who live in the community and would like to meet other people, take part in activities and enjoy a good lunch.

Our highly skilled staff are well-trained and committed to making the lives of older people as enjoyable and fulfilling as possible. We are looking for an experienced fixed-term, full-time Care Support Worker (or two part-time roles), as well as a number of Relief Care Support Workers to join us at a time when caring for older people is more crucial than ever.

We place utmost value on the amazing job our Carers do and pay above market rates for the support they provide, together with a number of other benefits.

Whilst we have a full-time, fixed-term role available, we are looking to enhance our Relief staff pool and would welcome applications from candidates looking to benefit from the flexibility of relief work. We regularly have shifts available.

Closing date: 9am on Monday 14 December 2020.

We reserve the right to appoint prior to the closing date for the right candidate; please therefore submit your application early to avoid disappointment.

Please return your completed application form by email to: hr@seckford-foundation.org.uk, or by post to: HR Department, Seckford Foundation, Marryott House, Burkitt Road, Woodbridge, Suffolk IP12 4JJ.

The Seckford Foundation is committed to safeguarding and promoting the welfare of vulnerable adults and candidates will be subject to an enhanced check from the Disclosure and Barring Service (DBS).



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Introduction from the Director of Care



Welcome to Seckford Care situated in the beautiful and historic Almshouses established by Thomas Seckford in 1587.

Seckford Care comprises of 30 self-contained Very Sheltered apartments and Jubilee House residential care home, with 25 rooms for older people.

Our aim is to enable older people to live as independently as possible, whilst promoting and supporting the highest standards of care and support.

Seckford Care is part of the Seckford Foundation, comprising of Woodbridge School and the Seckford Education Trust (currently five schools). Our broad ranging charity unites younger and older people creating a diverse and exciting organisation to be part of.

We are looking for caring, compassionate individuals who want to enrich the lives of older people and be part of a dedicated and valued team.

If you would like to work in a role where you can really make a difference, we would love to hear from you.

Gemma Bloomfield
Director of Care





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The Role

Job Title: Care Support Worker

Accountable to: Director of Care

Job Purpose: Assist and provide quality care to older people within their own accommodation to lead fulfilling and independent lives, with the provision of support and practical assistance with personal and social care needs in response to each individual's assessed requirements.

Key Responsibilities:

- To promote the physical, emotional and intellectual wellbeing of the people living here, which may include supporting them in social activities;
- To attend to, assist and advise our residents with all aspects of personal care in accordance with their assessed needs;
- To assist our residents at mealtimes, including assisting with eating and drinking and in the preparation of drinks and meals when necessary;
- To assist and encourage our residents to be as independent as possible, as well as assisting and encouraging the people living in the flats to maintain their own accommodation and assist in the cleaning of kitchens and bathrooms;
- To prompt and support our residents in managing and administering their own medication in accordance with the operational policy;
- To advise the management team of any apparent problems associated with health, care, support or the administration of medication;
- To monitor individual's wellbeing and to respond to the alarm call system;
- To keep a daily record and when appropriate, to report;
- To participate in regular reviews and re-assessments and document these;
- To understand, promote and adhere to the Health and Safety policy and procedures co-operating with the Foundation on all health and safety matters. To be responsible for taking reasonable care of self and others in the workplace;
- To understand and respect people's privacy, dignity and confidentiality at all times;
- To carry out duties irrespective of age, race, colour, disabilities, gender, sexual orientation and religion and to adhere to The Seckford Foundation's Equal Opportunities policies at all times.
- These are the normal duties which the Foundation requires from the position. However, it is necessary for all staff to be flexible and all employees will from time to time be required to perform other duties as necessary for the efficient running of all areas of the care provision.

We operate as one staff team providing care and support in our residential home, our very sheltered accommodation and in our day centre. Within this one team, there are groups of staff who will be attached to one area, but who will on occasion be required to work in other areas as needs dictate.

This job description is non-contractual and it will be reviewed from time to time and may be subject to change.



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General Responsibilities

Health and safety

You have a legal duty to take reasonable care of your own health and safety and that of others and you are expected to be familiar with, and adhere to Foundation's Health and Safety Policy.

Child Protection/vulnerable adults statement

Seckford Care is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. You will be expected to support this approach in the context of your role and to adhere to and ensure compliance with the Foundation's Child Protection Policy Statement at all times. If in the course of carrying out your duties you become aware of any actual or potential risks to the safety or welfare of older people you must report any concerns to the appropriate Safeguarding Lead.

Brand values

Ensure your work, communication and approach conforms to the brand values and house style of the Seckford Care and the wider Seckford Foundation.

Keep up to date, and comply with the Foundation's Rules, Policies and Procedures at all times, as detailed on our Intranet.





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Role

Qualifications & Experience

- NVQ/QCF Level 2 in Care (or equivalent hands-on experience);
- Experience of caring and supporting older people in a similar environment.

Skills and Knowledge and Attributes

- Excellent communication skills, both written and verbal;
- Willingness to be trained in care of medication and other care related responsibilities;
- ICT skills including email and basic MS packages;
- High level of confidentiality and discretion, together with an understanding of adult protection issues;
- Lively, caring and honest with a sense of humour;
- Passionate about the care of older people and believe in maintaining dignity, privacy, choice, rights, fulfilment and independence;
- Advocacy skills for use in promoting and securing the rights of older people is an advantage.

Safeguarding

- Evidence of a commitment to promoting the health, welfare and safeguarding of children and / or vulnerable adults.





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Benefits Statement

<p>Salary</p>	<p>Salary £17,571.41 - £20,013 per annum (pro rata based on hours) Probation Period - £8.72 per hour Standard Rate (no NVQ/) - £9.35 per hour Full time, NVQ Level 2 rate - £9.80 per hour</p> <p>In addition a 20% premium is paid for weekend (Saturdays and Sundays) or night duty.</p> <p>Bank holidays are paid at double pay.</p> <p>Overtime is paid at time and a half and dependent on the day worked, or time off in lieu may also be taken if preferred.</p>
<p>Working Hours</p>	<p>Shift patterns are: Early: 7.00am – 2.45pm Late: 2.30pm – 10.00pm Night: 9.45pm – 7.15am</p>
<p>Pension</p>	<p>Subject to meeting the relevant criteria, the Foundation will automatically enrol you into a pension scheme. You will contribute by direct deduction from your pay 3% or more of your gross pay. The Foundation will contribute 1.5% of your contribution up to a maximum of 7.5% of your gross pay.</p>
<p>Sick Pay</p>	<p>After a successful probation period, four weeks full pay and four weeks half pay in any rolling twelve month period. After two years service six months full pay and six months half pay in any rolling three year period.</p>
<p>Holiday</p>	<p>28 days paid leave including public holidays (pro rata for part-time working).</p>
<p>Training</p>	<p>Training costs will be met in full. This will be subject to conditions concerning repayment if the employee leaves for any reason within a given period.</p>
<p>Personal Accident Insurance</p>	<p>Personal accident insurance is provided for all employees.</p>
<p>Uniform</p>	<p>All care staff are required to wear a uniform which is provided free of charge.</p>

These benefits change from time to time and are not contractual.



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Information For Applicants

The following notes are for guidance regarding the process if you wish to apply. Please carefully read the job description, person specification and accompanying explanatory notes before applying as this may have implications for the acceptance of your application.

Applications must be via an application form; a CV can be provided only as a supplement. To submit an application, please email it to: hr@seckford-foundation.org.uk

You will receive a response to your application once short listing has been completed.

If you have any questions regarding the application process please telephone 01394 615167.

We look forward to receiving your application.

Seckford Foundation

Registered charity No. 1110964

A limited company in England No. 5522615

Registered office: Marryott House, Burkitt Road, Woodbridge, Suffolk IP12 4JJ



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a foundation for life

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