



Seckford Care
A tradition of quality since 1587



Work With Us
Care Support Worker
Application Pack

Care Support Worker

Salary £12.17 - £12.75 per hour from 1st April 2024

Enhanced rates at 20% for all weekends and nights £14.60 - £15.30 per hour

Double time paid for Bank Holidays and Overtime rates apply.

£500 welcome bonus

Benefits package.

Full Time/Part Time, and Relief positions available. Shift times vary between 7am-245pm, 215pm-10pm, we also have 5-10pm shifts available.

Alternate weekends are worked as part of a two-week rolling rota.

Seckford Care is an award winning, CQC Outstanding care facility based in our beautiful grade 2* listed building in the heart of Woodbridge. We provide 30 Extra Care apartments for those who wish to live independently, safe in the knowledge that carers are on hand 24 hours a day. We provide 26 residential care rooms in Jubilee House for those who would like their own comfortable room, all their meals, laundry and cleaning provided. Our dedicated Activities team facilitates a wide range of activities for all residents at Seckford Care. We also offer the Seckford Club for those who live in the community, and would like to meet other people, and take part in activities.

We are looking to appoint Care Support Workers to join our highly skilled staff team and who are committed to making the lives of older people as enjoyable and fulfilling as possible. We place the 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.

Closing date:

For more information about Seckford Care and this opportunity, and to download an application pack, please visit: www.seckfordcare.org.uk



Job Title: Care Support Worker

Department: Seckford Care

Hours: Variety of shift times 0700-1445, 1415-2200, 1700-2200 on a rolling two-week rota
Job Type (Permanent and relief positions)

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.

Additionally, whilst we operate as one staff team providing care and support in our residential home, our extra care 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.

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 Extra Care apartments and Jubilee House residential care home, with 26 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 Woodbridge Prep School. 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



Person Specification

Education and Qualifications	Essential	Desirable
QCF/NVQ Level 2 in Care (or equivalent hands-on experience)		√
Experience of caring and supporting older people in a similar environment; desirable		√
Knowledge and Experience		
Excellent communication skills, both written and verbal	√	
Willingness to be trained in care of medication and other care related responsibilities.	√	
High level of confidentiality and discretion	√	
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		√
Personal Qualities		
Willingness and ability to be flexible and open to change	√	
Demonstrate a 'can do' attitude	√	
Work well with the team but also able to work effectively alone	√	
Ability to remain calm and function well under pressure.	√	
Safeguarding		
All staff are expected to evidence their commitment to promoting the health, welfare and safeguarding of adults	√	

Benefit Statement

Salary	£12.17 per hour (unqualified) £12.75 per hour (NVQ/QCF qualified)
Working Hours	Early: 7.00am – 2.45pm Late: 2.15pm – 10.00pm & 5-10pm Night: 9.45pm – 7.15am Other shift patterns may be available.
Pension	Automatic enrolment into the Foundation's pension scheme (subject to meeting certain eligibility criteria). You may contribute by direct deduction from your pay 3.2 % or more of your qualifying earnings. The Foundation will contribute 1.5% of your contribution up to a maximum of 7.5% of your gross pay.
Sick Pay	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.
Holiday	28 days including public holidays (pro rata for part time).
Training	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. Opportunity to join the Care Academy and complete a professional qualification.
Personal Accident Insurance	Personal accident insurance is provided for all employees.
Other Benefits	<ul style="list-style-type: none">• Blue Light card reimbursement• 6 monthly Wellbeing Tokens• Free uniform (tunics)• Allowance towards the purchase of black trousers• Free Enhanced DBS check• Introduce a Friend scheme £350 after probation, £350 after 12 months service *subject to Ts and Cs• Daily snacks provided in the staff room.• Seasonal gifts – Christmas hampers• Death in service benefit

Information for applicants

In order to apply please complete the application form.

Application forms can be downloaded from the Seckford Care website on www.seckfordcare.org.uk.

Please apply, preferably by email, stating “Care Support Worker” in the title line to : gbloomfield@seckford-foundation.org.uk.

If you are unable to apply by email then please post your application, marking “Private and Confidential” to Gemma Bloomfield at:

Seckford Almshouses, Seckford Street Woodbridge, Suffolk, IP12 4NB

All information will be treated as strictly confidential.

If you have any questions or enquiries regarding the application process, please contact Seckford Care on 01394 386520.

All appointments are subject to the usual pre- employment checks to meet vetting and barring requirements. For more information about the application and vetting process please refer to the Explanatory Notes provided.

Seckford care is committed to safeguarding and promoting the welfare of children and young people and all applicants must be willing to undergo child protection screening appropriate to the position, including checks with past employers and the Disclosure and Barring Service.



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