



Seckford Care
A tradition of quality since 1587



Work With Us
Care Coordinator
Application Pack

Care Coordinator

Salary £12.00 per hour

Enhanced rates at 20% for all weekends £14.40 per hour

Double time paid for Bank Holidays and Overtime rates available.

£500 welcome bonus

Benefits package.

Up to full time hours available (38 hours per week) 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 Coordinators 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 team members do and pay above market rates for the support they provide, together with a number of other benefits.

Closing date: 25 April 2024

Tour and Informal Chat: 30 April 2024

Interview: 7 May 2024

For more information about Seckford Care and this opportunity, contact Gemma Bloomfield, Director of Care on or Cassie Parratt, Registered Manager on 01394 386520 or to download an application pack, please visit: www.seckfordcare.org.uk



Job Title: Care Coordinator

Department: Seckford Care

Hours: Up to full time hours (38 hours per week) Predominantly between 9-5pm with alternate weekends, some flexibility is required.

Job Purpose

Key Responsibilities

- To manage and oversee the staffing rota (two week rolling) for current and forthcoming weeks, ensuring we have appropriate staffing levels to safely meet the needs of the residents in line with their preferences agreed in their care and support plans.
- To liaise with the Leadership team to ensure appropriate skills mix for the care team is in place, and matched to residents needs.
- To undertake welfare visits to some residents (non-personal care), which may include supporting wellbeing, and tasks for example, emptying their bin, reading a letter, putting away their shopping and recording notes on the care system.
- To process staff annual leave requests against planned rota cover and liaise with the Registered Manager for approval, ensuring appropriate staffing levels are maintained.
- To ensure robust communication with the staff team around rota cover and annual leave requests.
- To support keyworker duties in Jubilee House, supporting residents ensuring they have appropriate clothing, toiletries, and personal effects including liaising with family members and representatives.
- 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.

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
Qualification in IT skills is desirable		√
Experience of caring and supporting older people in a similar environment; desirable		√
Knowledge and Experience		
Excellent communication skills, both written and verbal	√	
Confidence in using computer packages, also Microsoft Word, Excel and Outlook.	√	
High level of confidentiality and discretion	√	
Passionate about the care of older people and believe in maintaining dignity, privacy, choice, rights, fulfilment, and independence.	√	
Excellent customer service skills	√	
Excellent organisational and prioritisation skills	√	
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	£12.00 per hour plus 20% enhancement for weekends
Working Hours	9am-5pm 5 days per week with alternate weekends. 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 Coordinator" in the title line to: recruitment@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.

