



Seckford Care
A tradition of quality since 1587



Work With Us
Team Leader
Application Pack

Team Leader

Salary: £14.75 per hour

Enhanced rates for weekends

37 hours per week.

Weekend availability essential.

Availability to be on-call rota, which is shared between the Leadership team and paid at an additional rate.

We are looking to appoint a Team Leader 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.

We are looking for a committed and adaptable Team Leader to join our Leadership Team, to oversee and support staff, and assume overall responsibility for services in the absence of senior managers. The successful candidate will preferably have or work towards an NVQ/QCF Level 3 in Care, together with demonstrable experience of caring for and supporting older people in a similar environment, with a sound understanding of the values of Care.

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.

Closing date: 25 August 2026 at 5pm

Interview W/C: TBC

We reserve the right to close the position before the closing date, so please apply as soon as possible to avoid disappointment.

For more information about Seckford Care and this opportunity, contact People Team (Recruitment) on 01394 615000 or to download an application pack, please visit: www.seckfordcare.org.uk



Job Title: Team Leader

Department: Seckford Care

Hours: 37 hours per week

Key Responsibilities

- 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 lead and supervise a team of care workers across Seckford Almshouses and Jubilee House to ensure they provide high quality care and support.
- Supporting the ordering and return of residents' medication, monitoring safe administration via an auditing process using the electronic medication system.
- Personally, delivering high standards of care where required, setting the standard leading by example.
- Overseeing, monitoring and developing staff on a day-to-day basis.
- Working closely with the senior management team to reinforce and develop the service provided.
- Assuming overall management of services in the absence of senior managers, participating in a regular on-call rota and weekend cover as required.
- Managing and supporting workers to enable them to perform their roles safely and to the best of their ability.
- Supporting senior managers to run the workplace according to standards and legislation.
- Acting as a positive role model to colleagues.
- Developing care plans outlining what care and support individuals need.
- Supporting staff inductions.
- Working in partnership with other professionals to ensure individuals receive the support they need.
- Overseeing appropriate rota cover, route planning and annual leave cover to ensure the service is adequately staffed.
- Attending leadership team meetings.
- Working flexibly to meet the needs of the service.
- Participate in the assessment of individual care, risk assessments, care and support planning, evaluation and reviews on a regular basis.
- Ensure care records are kept up to date, that they are person-centred and that they meet with Seckford Care and regulatory expectations.
- Participate in care review meetings, preadmission assessments and hospital assessments as required.
- Maintain at all times a considerate and sensitive approach to residents and their relatives, respecting dignity, privacy, choice, rights, fulfilment and independence and ensure these principles are upheld by staff.
- Promote the physical, emotional and intellectual wellbeing of residents which may include supporting them in social activities, assisting them to liaise with their GP, occupational therapist, chiropodist and other members of the wider community.
- Ensure a warm welcome to all visitors and be able to provide information about our services.
- Manage resident and visitor emergencies that arise during shifts, and take necessary steps to resolve these, in consultation with a senior manager if appropriate.
- Actively seek up to date knowledge and be aware of current situations so as to be able to take the lead and support the needs and welfare of residents at all times when required.
- Organise allocated resources on assigned shifts as necessary to meet the service requirements of that shift, addressing operational issues as they arise e.g., staff cover, in consultation with senior managers as appropriate.
- Manage staff related situations that arise during shifts, identifying and appropriately intervening in situations of poor staff performance as they occur, in consultation with a manager if appropriate.
- Adhere to the regulatory framework in all aspects of service provision, together with adhering to Seckford Care's policies and procedures. Keep abreast of new policies and procedures as they are introduced, and promote awareness of, and compliance with these amongst care staff.

- Conduct internal audits and participate in the creation of appropriate action plans, monitoring their implementation in order to ensure actions are taken as required.
- Attend staff meetings and training and ensure all mandatory training is up to date.
- Ensure effective reporting to and communication with the senior management team.
- Lead by example, adopting a professional approach at all times. Demonstrate and expect of others the highest standards of discretion, respect, confidentiality, fairness and being non-judgemental.
- Provide 'in the moment' coaching to staff as required to reinforce these behaviours.
- Act as an advocate on behalf of older people as required, establishing and maintaining good professional working relationships with GPs and members of the multi-disciplinary team.
- Take responsibility for maintaining a safe environment, identifying and assessing risks and taking appropriate action to ensure the health, safety and wellbeing of residents, staff and visitors as per policies and procedures.
- Take the lead in emergency situations as necessary.
- Ensure high standards of cleanliness are maintained, for example checking that the building, and in particular all communal areas are well presented at all times.
- 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.

About Us

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. In return we will invest in you with opportunities for formal qualifications and informal development and provide a wide range of benefits.

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



Person Specification

Education and Qualifications	Essential	Desirable
Minimum NVQ/QCF Level 3 in Care preferable or equivalent or willing to work towards completion of this.	✓	
Experience of caring for and supporting older people in a similar environment, with a sound understanding of the values of Care: dignity, privacy, choice, rights, individual fulfilment and independence.	✓	
Experience of, and willingness to accept responsibility for overseeing, monitoring and carrying out effective supervisions of staff, including on-the-job training.	✓	
Knowledge and Experience		
Professional communication and interpersonal style	✓	
Ability to develop appropriate relationships with colleagues, residents and their families, demonstrating a caring, empathetic approach.	✓	
Team player works well with others and communicates effectively.	✓	
Ability to provide on the spot coaching and support to others when performance or standards need to improve to meet high standards.	✓	
Ability to prioritise own tasks on a daily basis to meet priorities and respond to emergency situations; demonstrating the ability to plan and carry these out without requiring day to day supervision.	✓	
Communicates effectively with the Senior Management Team, provides and accepts constructive feedback.	✓	
Basic IT and computer 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	£14.75 per hour
Working Hours	37 hours per week. Mix of shifts available. Weekend availability essential. On call at an additional rate.
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

- Blue Light card reimbursement.
- 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 T's and C's.
- Light lunch available from our onsite kitchen.
- 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 “**Team Leader**” 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 People Team at:

Woodbridge School, Marryott House, Burkitt Rd, Woodbridge, Suffolk, IP12 4NB

All information will be treated as strictly confidential.

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.

