

United Kingdom Jobs Expertini®

Home Administrator

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Company: Akari

Location: United Kingdom

Category: other-general

If you are passionate about caring for the elderly and want to build a long-term career in one of our award-winning homes, then look no further than Akari Care. Our aim is to create an environment where our residents are valued, respected, and are offered the personalised care they deserve.

We now seek an Administrator who is passionate about, and thrives on, making a real and positive difference to the lives of older people.

Working in collaboration and synchronisation with the Home Manager and the wider multi-disciplined teams you will be accountable for ensuring the smooth, efficient running of the home in all aspects of administration. This role which assumes responsibility across many disciplines is an exciting role for a highly experienced Administrator and touches every area of our home. Predominantly using your administrative skillsets, you will be involved in ensuring that you carry out your duties in a highly professional and friendly manner which positively contributes to the business and significantly supports the Home Manager in achieving the Companys aims and objectives as well as dealing with the fundamental day to day operational activities to ensure the smooth running of the home. You will also participate in, and undertake duties which encourage supportive and open communication, creating value-based and people-centric marketing initiatives. Continual fostering and engagement in personal and colleague training is expected with the aspiration of building highly qualified teams who embrace continuous professional and personal development. Additionally, you will ensure that accurate and up to date Human Resource duties and strict compliance to Health and Safety tasks within the home are fully met.

By showing us you can match our values with the right desire for personalised excellence, community spirit and a kind, caring and compassionate nature, we, in return, can offer you a career developing your knowledge, skills and abilities to support vulnerable adults with the care their individual needs require.

What we require from you:

The ability to communicate well at all levels,

A committed, patient, and caring person with a sense of humour and positive outlook on life,

Highly self-motivated with an overarching purpose to provide the best service,

To respect and care for all residents as individuals, ensuring their personal choices and preferences are respected and that individual dignity is acknowledged at all times,

Excellent numeracy and numerical skills,

Experienced with all MS Suite of software,

Confidential and appreciation of professional honesty and integrity,

Confident team player with ability to control and coordinate areas of own responsibility,

Genuine interest in working within a care environment including vulnerable adults (including dementia),

Always striving for continuous personal development,

Patient, caring, diplomatic and approachable nature,

Actively and enthusiastically participate in any training or development offered,

Ensure full understanding and compliance to all health and safety policies and procedures,

Whats in it for you:

A competitive salary

Pension contribution of 5%

Recognition schemes and rewarding referral schemes

Uniform provided and DBS check costs paid

28 days annual leave (based on full-time hours, including Bank Holidays)

Flexible working patterns

Fully funded training and development

Support with personal development plans

The opportunity to grow and develop both personally and professionally

An engaging community environment where everyone is respected and included

AKSPO

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