

Rota and Training Administrator

Job Type: Part-time, permanent

Salary: £8.75 to £8.94 /hour

Job Location

The Wilberforce Trust is looking to hire a part-time **Rota and Training Administrator** to work in our Head Office in Huntington, York

Purpose of job

Working as part of the Rota and Training team you will be working to organise and schedule Care and Support Worker rotas to ensure the organisation is fully staffed to meet contractual obligations. You will also be organising the booking of staff training and annual leave and arrange cover for staff annual leave and sickness. This is a fast paced role which requires strong organisation and problem solving skills.

Main Duties

- Organising rotas for each Tenant/ Support Worker in line with contractual obligations.
- Staff Matching to Tenant Support
- Booking Training, maintaining the training matrix, incorporating training into staff rotas.
- Liaising with staff, relief staff and agencies to ensure shift cover.
- Supporting the recruitment of new staff using values based recruitment.
- Organising of the effective use of overtime cover, relief workers and agency.
- Organise and maintain the training matrix, calendar and schedule
- Organise the annual leave booking system
- Take part in the on call rota

Essential Criteria

- Experience in assisting with rotas or coordinating bookings
- Competent in Microsoft Office including word, outlook and excel
- Proactively seeks to develop own management skills
- Ability to work well under pressure
- Data analysis from a variety of sources
- Excellent written and verbal communication skills

Desirable Criteria

Experience of working on rotas within a social care setting

The closing date for this position is Tuesday 19th March