

Job Description

Rota Coordinator

LOCATION: Truro, Cornwall

HOURS: Full Time

PAY: £13.50PH



Job description

An exciting opportunity has arisen at Stayathome Cornwall to work in our team as a Rota Coordinator. The successful candidate will be responsible for completing staff rotas, inputting data and arranging training to ensure we stay CQC compliant. You will also be required to be part of the duty manager out-of-hours team on a rota basis. The right candidate will have a polite telephone manner, be able to engage with professionals and thrive in a fast-paced environment. This role works on a 3 day on, 3 day off rota.

About You

The ideal candidates for this opportunity will have...

- ✓ Education to GCSE level or equivalent, GCSE Mathematics & English (C or above)
- ✓ General IT Skills (Word, emails, reporting)
- ✓ Great communication & people skills
- ✓ Experience with scheduling rotas
- ✓ Full, clean driving license and own transport (Preferred)

More About Us

Stayathome Cornwall is not your average care agency. With experience spanning 20 years, we are #ProudtoCare and extremely passionate about changing the face of care. We provide a variety of care and well-being services including elder, paediatric, mental health and addiction packages, to clients across mid-Cornwall and the Roseland Peninsula, enabling them to remain in their own homes. Stayathome Cornwall is proud to be part of The CHAOS Group family, a collection of like-minded and community-focused social enterprises, working together to bring positive change. This includes CHAOS digital (home of CHAOS Radio & CHAOS TV) CHAOS Local, CHAOS Farm, CHAOS at Eden and Iconic Hair & Beauty.

As a Stayathome Cornwall employee, you will also receive:

- ✓ Option of flexible working
- ✓ Excellent on-call support from a duty manager
- ✓ Free Uniform
- ✓ Full Induction and ongoing training program
- ✓ Competitive rates and a Career Development Plan

CHAOS GROUP

- ✓ Pension Scheme
- ✓ 20% off Hair and Beauty treatments in our Salon (Iconic Hair and Beauty)

We strongly believe that happy staff are the best staff. Therefore, we want to make sure your work is something that you are happy with. We can work with you through flexible work.

For more information about this job opportunity, you can contact our HR team on 01872 277600 or by emailing hello@chaosgroupcornwall.co.uk