

candidate Brief

Rota Co-ordinator



vida healthcare

Committed to providing the highest quality care for people living with dementia

Vida Healthcare is a specialist dementia care provider based in Harrogate, North Yorkshire. Our three purpose-built care homes – Vida Hall in Starbeck, Vida Grange in Pannal and Vida Court in Harlow Carr all offer quality, person-centred care, state-of-the-art facilities and all the comforts of home.

mission statement

To offer ‘Peace of Mind through Trust and Understanding for All’

OUR ETHOS OF CARE

**We are committed to providing quality care**

Every person receiving our service will experience quality care. It is essential to us that excellence remains at the forefront of our efforts.

**We will use the most up to date information available to us**

We will use the latest research, emerging evidence and professional literature, in conjunction with our own in-house clinical expertise to provide the highest standards of care.

**We will always respect and protect the rights of our service users and deliver high quality, compassionate care**

Through a comprehensive induction and ongoing training programme, our staff will have a clear understanding and respect for the core values which underpin the care and support we provide; respect, dignity, fairness, equality and autonomy.

**We will approach our duties within Vida Hall, Vida Grange and Vida Court with sensitivity and respect**

We will aim to adapt our ways of working whenever possible to cater for people’s needs and routines. We will respect our residents’ privacy and involve them in decisions which affect day to day living within the home.

**We believe the employees of Vida Healthcare are its greatest asset**

Vida Healthcare supports its staff to meet their personal responsibilities in relation to the knowledge and accountability for their own practice. We are committed to providing ongoing staff supervision and appraisals, structured training programmes and individual training objectives to allow for professional growth and development.



JoB DEScription

**Job Summary**

To ensure that all staff shifts across the home are effectively and efficiently managed using a rota management IT system, and organise sufficient cover for any staff absences.

**Responsibilities**

* Coordinate staff rotas across the home, ensuring sufficient cover is in place across all houses.
* Produce weekly rosters for your home base ensuring correct skill mix and safe staffing levels where needed
* To be the point of contact for staff to report absence.
* To liaise with staff to arrange cover in the event of planned absences e.g. annual leave as well as unplanned staff absences, e.g. sickness
* Liaising with the Home Manager, monitor and report staff deficits for recruitment purposes
* To be available on a minimum of one week in four for out of hours on-call management of the roster
* First point of contact for staff with any pay queries specifically relating to the number of shifts / hours worked
* Ensure all hours worked are input and approved for payroll purposes using the time and attendance system.
* Ensure timesheets and staff hours are processed accurately and effectively in a timely manner to meet payroll deadlines.





what we offer

Excellent salary

Membership of a workplace pension scheme (where eligible)

Salary sacrifice schemes (where eligible):

* Cycle to work
* Pension

Employee Assistance Programme

* A free, confidential health and wellbeing service for all of our employees and their immediate families

Healthcare Cash Plan

Blue Light Card

* The discount service for the emergency services, NHS, social care sector and armed forces, providing members with thousands of amazing discounts online and on the high street

Free on-site parking

Excellent working conditions and environment

Free access to Vida Academy

* Vida Academy is the way we support all our staff, from new starters right through to senior managers, to learn and develop in their role. Vida Academy promotes lifelong learning across the organisation and establishes our staff as dementia ambassadors





how to apply

All candidates must complete our [application form](https://vidahealthcare.co.uk/wp-content/uploads/2025/01/Application-for-Employment.docx), including a personal statement outlining how they meet the requirements for the role.

You can download the application form [here](https://vidahealthcare.co.uk/wp-content/uploads/2025/01/Application-for-Employment.docx)

To provide false information is an offence and may result in your application being rejected, any offer of employment being withdrawn, or summary dismissal if already appointed.

Closing date for applications is **Sunday 9 March 2024 at 12 noon**

Interviews will be held week commencing **10 March 2024**

**We reserve the right to close the vacancy if a suitable candidate is identified during the recruitment process.**

Selection for interview will be undertaken by a panel. Each panel member will assess which candidates most closely meet the necessary experience and skills criteria for the role. At least one member of the interview panel will hold a current Safer Recruitment Certificate.



