

Rota co-ordinator

candidate Brief



mission statement

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



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.

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

Rota Co-ordinator

**Reports to:** Home Manager

**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, monitoring and reporting 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.

**Person Specification**

* Strong administrative and IT skills with experience using rota management software
* Proactive and self-motivated
* Highly organised with the ability to prioritise tasks
* Works well under pressure
* Excellent attention to detail
* Approachable and confident - excellent interpersonal skills
* Excellent communicator - both verbally and written
* Strong negotiation skills

**Data Protection**

The Company’s Data Protection Policy is available on the Vida Policies platform. All job roles within Vida Healthcare are required to adhere to the Company’s Data Protection Policy at all times when handling personal data in the course of executing their role responsibilities. Failure to comply with the Company’s Data Protection Policy may be dealt with under the Company’s disciplinary procedure and, in serious cases, may be treated as gross misconduct leading to summary dismissal.

**General requirements**

* Adhere at all times to Company Health and Safety Policies and maintain a clean, uncluttered, and safe environment for residents, members of the public, and staff.
* Adhere at all times to Company Policies relating to Conduct, including Confidentiality Policy, Smoke-Free Policy, Standards of Attendance, Appearance, and Behaviour.
* Take responsibility for their own ongoing learning and development in order to maximise their potential.
* Represent Vida Healthcare to provide the highest possible standard of service to residents and members of the public, by treating all those ones comes into contact with in the course of one’s work in a pleasant, courteous and respectful manner.
* Staff at Vida Healthcare will share the Company’s values and commitment to providing the highest quality, compassionate care.
* The Rota Co-ordinator, along with all other roles within the Company, carries the responsibility for safeguarding and promoting the welfare of our residents.

*This job description indicates the main duties and responsibilities of the post. It is not intended as a complete list and may be subject to review periodically.*



what we offer

**Hours and salary**

* 40 hours per week
* £27,712 per annum

**Membership of a workplace pension scheme** (where eligible)

**Salary sacrifice schemes** (where eligible)

* Cycle to work
* Pension

**Staff referral scheme**

**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**

* 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.

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.

Selection for the 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.

Closing date for applications is Friday the 19th of September 2025

Interviews will be held the following week.

**Candidates must have the right to work in the UK, as we cannot offer sponsorship for this role**

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



We look forward to receiving your application.