



**Care Homes Administrator  
Chirk Court, Wrexham  
30 hours per week, Permanent  
£22,558 per annum, pro rata**

Here at ClwydAlyn, we are looking to recruit an Administrator to join our team.

- **Are you looking for an excellent work life balance?**
- **Would you like 25 days paid holiday (increasing to 30 days), with the opportunity to sell/purchase more annual leave?**
- **Receive up to 8% employer pension contributions.**
- **Join a Cycle to Work scheme.**
- **Receive eye care vouchers.**
- **Have excellent enhanced maternity package and many other company benefits.**

**If so, we could be a great match....**

### **About Us**

ClwydAlyn Housing is a well-established, family friendly and respected provider of housing and related support services across North Wales, where people live life at the heart of everything we do. We are an agile working organisation and a member of the Working Families Group, truly living and breathing our values of trust, hope and kindness.

We are on an exciting journey which will see us implement a new business plan focused on tackling poverty and providing excellent quality care home services across North Wales.

Everything we do is based on our values of **Trust, Kindness and Hope**. We are looking for someone that lives and breathes these values!

### **About Chirk Court:**

Chirk Court offers a warm, friendly and homely environment for 66 residents for individuals aged 60 years and over, in which the wellbeing, care, comfort and quality of life is the primary objective. The home enjoys an excellent local reputation for high quality care.

With over 25 years' experience of providing high quality care and support, Chirk Court has extended its services to meet the needs of residents living with dementia, which includes a new purpose built extension which was completed in Spring 2016.

The purpose-built dementia unit offers state-of-the-art facilities, with four dementia care EMH 'households', designed to a high standard, each housing 14 residents. The design is based on the University of Stirling's Principles and Standards of excellent dementia care delivery.



Set in a quiet residential area of Chirk, Wrexham and easily accessible to the amenities within the community. Local transport is available providing a regular service to Wrexham, Oswestry and Llangollen areas.

### Who are we looking for?

- Someone who is enthusiastic and well-organised who can listen, consult with others and communicate proactively, whilst focusing on customer needs and satisfaction.
- Has experience of working in an administrative position within a busy environment and can work productively under pressure.
- A person who can manage their own workload and be able to prioritise jobs accordingly.
- As this role will involve managing the rota, including annual leave and sickness absence cover, you will have the ability to use Excel and Word to a high level.
- You will have the ability to analyse verbal and statistical data and all other sources of information, producing reports and analysis to inform management and decision making.

**This role requires an Enhanced Disclosure & Barring Service (DBS) check which we pay for.**

**The closing date for applications is 29<sup>th</sup> November 2023. This date may change depending on number of applicants.**

If you are interested in this role and would like to chat further, please get in touch, give Jane Humphreys, Care Home Manager, a call on 01691 774286.

**Please send your expression of interest as to why you would like to apply, accompanied by your CV if possible, to [peopleteam@clwydalyn.co.uk](mailto:peopleteam@clwydalyn.co.uk),**

We are always striving to improve our recruitment practises and we may send you a follow up email asking for your feedback and opinion on your recruitment experience with us, if you would prefer not to be contacted, please highlight this during the application process.