

Job Advert: Care Home Administrator

Location: Polesworth

Hours: 35 hours per week (Mon-Fri 9am-4pm)

Salary: Starting at £15.75 per hour, dependent on experience

Reporting to: Care Home Manager and supervised by the CEO

An enhanced DBS disclosure will be required for this role.

You will require a right to work in the UK, we do not offer sponsorship.

Polesworth Group Homes Ltd is looking for a professional, organised and approachable Care Home Administrator to support the smooth day-to-day running of two of our care settings. This is an important role at the heart of our service, working across two office locations and providing administrative, financial and clerical support to managers, staff, service users, families and external professionals.

We are a registered charity and not-for-profit organisation supporting adults with learning disabilities across Polesworth, Dordon and Atherstone. Our aim is to enable people to lead full, active and independent lives, and we are seeking someone who shares our values and can contribute positively to the service we provide.

About the Role

As Care Home Administrator, you will be responsible for a wide range of administrative duties including maintaining accurate records, supporting recruitment and HR processes, managing correspondence, assisting with financial administration and helping to ensure records are kept in line with company policies, UK GDPR and CQC requirements.

Key Duties Will Include

- Acting as a first point of contact for service users, families, visitors and external agencies.

- Answering telephone calls, emails and correspondence in a professional and timely manner.

- Maintaining accurate service user and staff records.

- Preparing letters, reports, meeting minutes and other documentation.

- Supporting recruitment administration, staff files, training records, DBS checks, annual leave and sickness records.

- Assisting with invoices, purchase orders, managing budgets and petty cash.

- Supporting audits, inspections and regulatory compliance.

- Ordering office and care environment stock as required.

- Building positive working relationships with service users, relatives, colleagues, healthcare professionals and suppliers.

About You

We are looking for someone with previous administrative experience, ideally within a health, social care or care home environment. You will be confident using Microsoft Office, including Word, Excel and Outlook, and experience of care management systems such as Care Control

would be an advantage. You will embrace new technology and the opportunities it offers, and be quick to learn new systems, processes and ways of working.

The successful candidate will be highly organised, accurate and able to manage confidential information with discretion. You will have excellent communication skills, a professional and approachable manner, and enjoy working with a variety of different people across both office locations and wider care settings. You will have the ability to work both independently and as part of a team, and a compassionate and respectful approach towards vulnerable adults is essential.

What We Offer

- A rewarding role within a values-led charitable organisation.
- The opportunity to make a positive difference to the lives of adults with learning disabilities.
- A supportive working environment with experienced colleagues.
- Competitive pay, starting at £15.75 per hour depending on experience.
- 35 hours per week, based in Polesworth.
- Free lunch and drinks.
- Paid breaks.
- 35 days paid leave (including bank holidays).
- Long service awards.
- Refer a friend bonus scheme.

How to Apply

If you are organised, reliable and committed to providing high-quality administrative support within a caring environment, we would be pleased to hear from you.

For an informal discussion or to request an application form, please contact Polesworth Group Homes Ltd during office hours on 01827 896124.

Closing date for applications: 30th July 2026