

Job Description – Day Services Coordinator

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| Reports to: | Day Services Manager |
| Hours: | 08.30-16.30 – 37.5 hours (Monday – Friday) 52 weeks |
| Type: | Permanent |
| Salary: | £20,520.00 – £22,680.00 DoE |
| Closing date: | 27 th July 2022 |

The College is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.

Landmarks is an independent specialist college for young people with learning disabilities and difficulties. The college offers a wide range of programmes that are tailored to each individual's needs.

Landmarks operates from several sites across; Nottinghamshire, Derbyshire and South Yorkshire, with our main site located in Eckington, S21 4EF. Landmarks has several satellite provisions in Rotherham, Nottingham city Centre and an operating hospitality and catering facility in Rainworth, Mansfield. These environments enable the college to provide a range of personal and vocational training opportunities.

Our staff are required to work on a range of different sites, including; college campuses, employer's premises or communities local to your learners home - therefore willingness to travel is essential. There may be a requirement to transport learners in your own car, insurance implications are reimbursed. Mileage and expenses are provided for travel during the working day.

Main Responsibilities

Your responsibilities will include, but are not restricted to:

- To assist the Day Services manager with Learner assessments and to be willing to undertake planned assessments in manager absence.
- To show visitors around all provisions for Day Services.
- To attend learner reviews, take minutes and complete all relevant documentation.
- To communicate and work with learners, relatives, carers, other professionals, and members of the public.
- To work alongside the Day Services Manager for audit readiness.
- Check all learner files are kept up to date and adhere to our audit procedure.
- To Assist the Day Services manager and other relevant managers with daily cover for sessions.
- To plan, prepare and deliver two sessions per week minimum during term time.
- To cover holiday club.

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- To organise outings for Lifelong Learners as directed by the Day Services Manager.
- To have good knowledge of working with office 365.
- To implement and update Lifelong Learning data spreadsheets.
- To complete admin tasks accordingly as directed by the Day Services Manager to include letters, emails, phone calls and minute taking in meetings.
- To be adaptable to change and willing to undertake line management duties if the service should require.
- Travel between sites is essential for assessments.
- Any other duties as directed by the Day Services Manager.

This list of duties should not be regarded as exclusive or exhaustive as the post holder may be required to undertake other reasonably determined duties and responsibilities.

Person Specification

The selection process will involve assessments being made on the extent to which applicants meet the criteria listed in the table below:

| | Essential | Desirable |
|----------------|---|--|
| Qualifications | Good standard of general education Inc. English and Maths (Level 2 or equivalent). | Health and Social care qualification. SEND relevant training. Admin related qualifications. |
| Experience | Experience of working in a health and social care environment. Relevant work experience in a care environment – direct support or management. | Previous experience of assessments or direct 1:1 support of an individual. Line management experience |
| Skills | Ability to organise workload. Good communication skills, verbal and written. Self-motivated and proactive and able to use own initiative. Be Flexible. | Experience of planning and preparing sessions/lessons. |
| Knowledge | Have knowledge and understanding of a wide range of disabilities and Challenging behaviours. | Experience of following an induction process. Experience of being involved in an audit process. |



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| | <p>Understanding of Office 365 programmes and confident using MIS systems.</p> <p>To have created a session plan and lead on a group activity.</p> | |
| Personal Attributes | Hard working, enthusiastic and self-motivated, reliable, resilient and works well under pressure. | |

In return we will offer:

- Westfield Health Scheme following a successful probation.
- Life cover following a successful probation.
- Standard life pension.
- 30 days holiday – plus bank holidays (pro rata – 52-week employees) - addition of 1 extra day's holiday after your third anniversary, up to a maximum of 5 additional days.

Landmarks is committed to safeguarding and promoting the welfare of our learners. All offers of employment will be subject to enhanced DBS checks, which it deems satisfactory (you will be viable for the cost of a DBS if you leave within your probationary period).

To find out what makes Landmarks a remarkable place to work, visit our website www.landmarks.ac.uk, and follow Landmarks Specialist College on Facebook for more information.

If you have any further queries or would like to arrange a discussion regarding the terms and conditions of employment at Landmarks please contact a member of HR – 01246 433788.