



Job Advert

Job Title:	Administrator – Cullum Welch Court
Job Reference:	HW/2122/3891
Working Hours:	Permanent Full-Time – 37.5 hours per week
Salary:	£13.09 per hour
Location:	Blackheath, London, SE3 0PW
Closing Date:	Sunday, 5 December 2021
Interview Date:	To be confirmed

About Morden College

Morden College is a charity dedicated to supporting older people. We are a strong community, committed to enabling those we support to have the highest quality of life, for the rest of their lives. Our care services were graded Good in CQC inspection area ratings, and we have been granted Hospitality Assured status.

We will provide you with a generous pension, 187.5 hours' holiday plus bank holidays, subsidised meals and free onsite parking. The College actively encourages individuals to expand their knowledge and understanding to the benefit of all parties, and actively supports CPD opportunities through a generous learning and development budget.

About the Role

We are looking to recruit a caring person with a friendly manner and smart appearance into this new role. Working in a stunning environment at Morden College you will bring fun, energy, and lots of laughter that supports people to live a 'Good life'.

Working closely with the CQC Registered Manager you will provide a proficient administrative service, particularly in relation to monitoring adherence to Covid 19 testing for staff, meeting prospective new residents/relatives and guiding them through the organisational and financial aspects of moving into Cullum Welch Court. You will be responsible for the administration of the fee and funding systems, the management of residents' personal monies system, petty cash account and the amenity funds.

About You

We are looking for someone to bring reliability, commitment, integrity, passion, and enthusiasm to the role that people using our service deserve. Customer service is something you really enjoy, and you will be great at dealing with all sorts of people face-to-face, on the phone or by email.

You're a multi-tasker who can work well under pressure, you are proficient in managing financial systems and take pride in delivering a first-class administrative service

You will be yourself, have a sense of fun and take ownership of all aspects of your role, whilst being a positive role model for staff and an ambassador for Morden College.

About Applying

To apply please visit our website <https://www.mordencollege.org.uk/workforus/>. To have an informal discussion about this opportunity please contact the HR Department by e-mail on recruitment@mordencollege.org.uk or by calling 020 8463 8363 / 8364.

The closing date given is a guide only. There may be some occasions where we might have to close a vacancy once enough applications have been received. It is therefore advisable that you submit your application as early as possible to avoid disappointment.

Due to high volumes of applications, we are unable to respond to applicants whose qualifications and/or experience do not meet the minimum requirements for the post.

This post is subject to an Enhanced DBS check. This post requires the post holder to be fully vaccinated against Covid-19 unless clinically exempt.

Morden College is an equal opportunities employer