

Business Support



Care Home
Care at Home
NHS

Role Outline

This role is non-client facing but still contributes to the care delivery.

There are different levels to this role so you might be working on administration tasks or working on invoice payments.

This role is varied and works alongside lots of different members of staff to support the care service.

Benefits of the Role

This is a great role if you're looking to support the care service but don't necessarily have the capacity to visit clients or work with people directly.

This role still contributes to the system and works with staff directly.

You'll be able to use administrative tasks and may work in a number of different departments including finance or business support.

You'll most likely work from an office rather than in the community too.

Qualifications Required

There are entry roles available but in general there's a requirement for a good general level of education including English (eg Standard, Higher or Intermediate Grade) or SVQ level 3.

You might also have 2-3 years office/secretarial/reception experience

You would be good in this role if you:

Are organised and time-efficient

Are able to multi-task

Are able to work with people and stakeholders

Are able to keep things confidential

Are happy working in a non-client facing role

Have good IT skills

Have good communication skills



Lothian
Care
Academy

