

**Location:** Warwickshire

**Reporting to** Rota Manager

**Education/Qualifications**

- Good all-round education ie educated to GCSE English and Math Grade C or higher

**Skills**

- Basic knowledge of Microsoft Office with minimum ability to manipulate data base information as required
- Exceptional communication and influencing skills will be required to facilitate the provision of adequate and effective rota cover
- Must demonstrate excellent organisational skills and the ability to prioritise workload with a flexible approach to ever changing demands
- Numeric accuracy and verbal reasoning are essential
- Must be a team player but also able to work alone without constant supervision, be able to make decisions and implement those decisions confidently.
- Must have high levels of interpersonal and communication skills
- Must be able to work comfortably with pressure of deadlines and constant interruptions



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## Rota Administrator

To produce rotas for the Practice Plus Group Regions under the supervision of the Rota Team Leader in an accurate and timely manner, planning a service with Operational and clinical staff to ensure that adequate cover is available in the area of Out of Hours healthcare.

**What you'll be doing:**

- To manage the accurate and timely completion of professional team manpower plan containing both operational and clinical staff
- Compile rotas for each area from information received, as laid down in the Company protocols using Rota Master
- Allocate locums as appropriate and within the agreed framework
- Finalise and issue agreed rota, subject to approval
- Deal with queries and changes in an effective and timely manner
- Ensure that all staff are fully trained before commencing their 1st shift
- To report any trends in clinical/non clinical, no-shows or late arrivals
- Ensure action is taken to fill a vacant shift if a member of staff informs Practice Plus Group they are unavailable or unable to work
- To inform Rota Manager if there is any foreseen 'risk' such as shortage of clinical/non clinical staff on rota
- Participate in investigating complaints relating to administration of rotas from Practice Plus Group
- To ensure Rota Master database is exported into Adastra daily
- To ensure that correct rota information is updated on the Rota Master for payroll purposes
- To develop relationship with the operational and clinical staff to assist the organisation in filling sessions at short notice.
- To ensure that surgery background rotas are received and entered onto the Adastra system monthly.
- To provide other administrative tasks as requested by the Rota Manager
- Fully utilise the computer systems such as Excel, Word, Rota Master and Adastra in daily tasks. Ensure that you equate yourselves with any new protocols and procedures in order to maintain your skills and knowledge base, attending any regular training forums or refresher training sessions which will be mandatory both online, on site or off site

**NOTE: This job description is not intended to be an exhaustive list of all duties, and responsibilities associated with the job. Other duties may be assigned.**