

Come & join our lovely team at...

Damfield Gardens

We are looking for a friendly, welcoming **Office Manager** for our Luxury Care Home in Maghull, Liverpool.

Are you passionate about providing friendly, welcoming customer service?

Are you confident in supervising and leading an Office team of 2 people to provide an efficient and confidential administrative service?

Are you interested in elderly people receiving the support they require?

The Role

You will support the Management team, providing an efficient and confidential administrative service. Screen telephone enquiries, signpost and take messages where required. You will also:

- lead and supervise the Administration, ensuring that the team act as a first point of call for residents and visitors whilst providing friendly, welcoming professional support
- set up new files and maintain existing files for staff, obtaining all statutory checks and references in a timely manner for new staff to commence employment.
- prepare contracts for new residents on admission, ensuring all relevant signatures are obtained and standing order mandates are set up and completed, collecting fees as appropriate and chase non-payments if required

Pay and Benefits

£10.67/hour

Hours available between 8am-6pm (will vary depending on the needs of the Homes) – 5 days over 7day - 40hrs/week contract

Other benefits:

- Welcoming working environment in a luxurious residential Home setting
- Comprehensive induction, ongoing training, support with personal and professional development
- Support from a tight-knit hierarchy whose focus is solely on resident, staff and family members' satisfaction

About Highpoint care

Highpoint Care are creating a unique community of people built on our values of Teamwork, Respect and continuous Learning. This special community works together for the sole aim of delivering outstanding relationship-led care and support to our residents. With the aim of being recognised as the most admired Care Home Group in the North West, our culture empowers team members to grow and feel rewarded every day.

"Having worked as a team member for over 7 years, my journey with Highpoint Care has been very rewarding. Starting as a Care Assistant I quickly realised the care industry was something I enjoyed and have steadily grown into the Home Manager role here.

It continues to be a great journey with the most amazing support from the Leadership team. Highpoint Care has created a career for a lifetime for me and I am forever grateful for the continued guidance, support and appreciation that I receive."

Samantha Brown, Registered Manager at Damfield Gardens, May 2021

About Damfield Gardens

Damfield Gardens, owned and operated by Highpoint Care, is a 67 bed all en-suite residential care facility specialising in dementia care for the elderly, we pride ourselves on person-centred quality care tailored to every resident who resides here.

Highpoint Care is a family-run business that ensures both the standard of care provided to our residents and the staff culture our care homes cultivate is in line with the compassionate, familial ethos upon which our company was founded and continues to thrive.

[click here to apply](#)

[contact us](#)