

The role at a glance:

Scheduler

When potential
is unlocked,
talent *thrives*



About the Job: As a Scheduler within our Reablement Service, you will play a pivotal role in coordinating the delivery of support to residents across West Northamptonshire.

Key Responsibilities

- Coordinate and maintain daily staff rotas and visit schedules.
- Allocate resources effectively to meet service demand and maximise capacity.
- Timely allocation of visits and service provision.
- High-quality record keeping and data management.

Key Competencies

- Excellent organisational and time-management skills.
- Ability to prioritise competing demands in a fast-paced environment.
- Commitment to customer service and supporting positive outcomes for residents.

Outputs

- Accurate and efficient workforce scheduling.
- Timely allocation of visits and service provision.
- High-quality record keeping and data management.
- Safe and efficient use of staffing resources.

Qualifications required

- NVQ/QCF Level 2 in a relevant subject, or equivalent administrative experience.
- Good standard of education, including GCSE English and Maths (or equivalent).
- Demonstrable IT skills, including Microsoft Office applications.

Salary: £27,914 pro rata

Our employer benefits:

- A generous Local Government Pension Scheme.
- 28 days holiday, rising to 33 days after 5 years.
- Part-flexible working, with office, home and community-based work.
- Flexible working conversations are welcome.
- Enhanced maternity, paternity and adoption pay.
- Access to discounts with many retailers, cycle to work scheme, and car leasing scheme.
- Mental health support including access 24 hours a day to employee assist.



West
Northamptonshire
Council