

Policy	Authorised: Paul Sanders	Date: 23/10/2026
JOB DESCRIPTION – SENIOR CARER		

Post: Senior Carer
Location: Derwentside Business Centre, Consett Business Park, Consett, DH8 6BP
Reports To: Lead Care Co-Ordinator
Working Hours: 37.5

About us

Kelly Park Limited was founded in 1994 to provide person-centered care to vulnerable people within the community. It is the aim of the organisation to provide safe, caring, well-led, and effective care ensuring that the service meets the needs of the service users accessing care from the organisation. Kelly Park works in partnership with Durham County Council, Gateshead Council, Private Service Users, and NHS Primary Care Trusts.

Kelly Park is an equal-opportunity employer and strives to provide a safe, inclusive space for all members of its staff and service users. This is reflected in the care that we provide and within the values of the organisation, these being.

Togetherness- We believe in people. We create strong successful teams across all areas, focusing on the abilities of each individual and encouraging them to unlock their full potential.

Inspiring- We are innovative and adaptable. We continually improve our skills via learning and development, enabling us to respond effectively to the ever-changing needs of our service users.

Bold- We are forward-thinking. We are confident, passionate, proactive, and influential in building a better future for our staff and service users.

Inclusive- We are confident in our ability to employ the best. Our team is passionate and proud. We use our knowledge and experience to be safe, effective, well-led, and responsive.

Dependable- We work hard to understand the needs and aspirations of others. We are mindful of our impact on our service users, community, and the environment. We make sound, well-informed decisions with integrity.

Skills and qualifications

A successful Senior Carer candidate will have a range of various prerequisite skills and qualifications that include:

- Excellent interpersonal skills and the ability to interact well with different kinds of people.
- Excellent verbal and written communication skills and the ability to write comprehensive reports to include timelines of events relating to matters of care and regulated practices.
- Passion for helping people and providing personalised care within the social care sector.

Suite 31-33 Derwentside Business Centre, Consett Business Park, Consett, County Durham DH8 6BP.

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- Leadership and troubleshooting skills and the ability to motivate others.
- Ability to maintain a high level of confidentiality and respect for service users' and employees' information.
- Willingness to put themselves in the shoes/circumstances of their team to best offer support.
- Thorough attention to detail in order to report concerns regarding service users and reporting changes to their medical histories.

Senior Carer must have qualifications relating to social care from a diploma level 2 onwards, vocational qualifications within this sector are also desirable. Experience in senior duties such as medication administration, service user reviews, and employee spot checks is also desirable.

Job Summary/Main Purpose

Under the support of the Registered Manager, Lead Care Co-Ordinator, and Risk Assessment department the post holder will work departmentally to support the care coordinators with emergency visit cover and employee spot checks, as well as support the risk assessment team in liaising with external care professionals and families to attend initial visits, service user reviews and general meetings regarding the personalised care in place and ensuring the service is person-centered and the quality of care remains to a high standard.

Additional responsibilities include:

- Ensuring that the team of healthcare assistants delivers high-quality and personalized care to service users through reviews and spot checks.
- Updating internal planning software for compliance purposes and ensuring correct visit times, updating the system with reviewed documentation and service user-agreed care plan updates.
- Monitoring various aspects of an employee's care and medication delivery.
- On occasion meeting with service users, and family to conduct reviews of new and existing packages to discuss the bespoke care needs of the individual.

Requirements	Essential	Desirable
The post holder will hold a full UK Driving License and have access to their own vehicle.	x	
The post holder will be required to have an Enhanced Adults and Children Disclosure from the Disclosure and Barring Service.	X	

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The post holder will have a background of working within a domiciliary care service of a similar nature and have experience relating to the role.		x
The post holder will have experience as a health care assistant or similar role within a regulated service carrying out responsibilities familiar to the role.	x	
Ability to accurately record information concisely and in a way suitable for other staff to read and understand.	x	
The post holder will have had to work in a customer-facing role.	x	
The post holder will have to be flexible with traveling to different geographical areas the company operates to carry out emergency cover, spot checks and conduct initial assessments, and reviews.	x	
Good IT skills and computer literacy		x

Please note:

Please note this job description will form part of the review documentation for the annual appraisal and/or any performance management discussions that may take place from time to time.

The job description will be reviewed at appraisal to identify if any significant changes have taken place in the role between reviews of the Job Description, with a view to agreeing these between the parties and updating the document. The previous job description will be archived in the staff members' file and replaced by the agreed-updated version once signed by both parties.

Document review		
Name:	Role:	Date signed off:
PAUL SANDERS	DIRECTOR	01/11/2026
	Next Review Date:	01/11/2027