



<https://hmt-uk.org/job/lead-administrator-cch/>

Lead Administrator – CCH

Description

Pay: £29,447.00 per year

Job Description:

Lead Administrator

Are you an organised, bold, and compassionate administrative leader looking to make a real difference?

At the **Healthcare Management Trust (HMT)**, we are obsessed with achieving our vision: to be the most innovative and best quality provider of niche health and social care services. Our purpose is to make every contact count, ensuring every resident, patient, and team member receives the best possible experience. As a charitable trust, we do things differently. We are passionate, bold, and authentic, allowing our people to bring their true selves to work while finding joy and fun in what they do. The surplus we generate is given straight back to the communities we serve by delivering innovative care to those with complex needs. If you want to be part of a collaborative team at that always does the right thing, we want to hear from you.

The Role

As our **Lead Administrator**, you will be the backbone of our Home's operations. You will provide vital administrative and secretarial support to the Home Manager and Clinical Lead while leading and inspiring our Administration and Reception teams. This is a pivotal role where compliance meets community. You will ensure the Home remains fully compliant with statutory Registration Bodies while acting as a warm, knowledgeable ambassador for potential residents and their families.

Your Key Responsibilities:

- **Team Leadership:** Line-manage the Administration and Reception staff, ensuring seamless front-of-house cover.
- **Compliance & Records:** Manage statutory compliance documentation, and oversee the secure archiving, retention, and destruction of records.
- **Admissions & Marketing:** Responsibly manage the enquiry process, maintain the waiting list, conduct home viewings, and assist the Home Manager with effective local marketing.
- **HR & Payroll Support:** Process end-to-end recruitment documentation (including DBS and training records) and prepare monthly payroll information (starters, leavers, absences).
- **Financial Admin:** Support the central finance team with purchase orders, invoice approvals, petty cash, and billing updates via Coolcare.
- **General Executive Support:** Attend meetings, take minutes, manage stationery stock, and distribute internal communications.

What We Are Looking For:

Hiring organization

Healthcare Management Trust

Employment Type

Full-time

Date posted

October 19, 2026

- **Systems Expertise:** A **proven knowledge of iTrent** is essential for managing our HR and payroll workflows.
- **Education:** GCSEs (or equivalent) in English and Maths.
- **Skills:** Excellent verbal and written communication skills with strong computer literacy (Microsoft Office).
- **Autonomy:** The proven ability to independently organise, prioritise, and carry out a diverse workload.

Desirable:

- A relevant professional qualification in Administration.
- Experience dealing sensitively with resident/patient health and care needs.

Our Values We live our business values each and every day. To thrive in this role, you will need to be:

- **Caring & Authentic**
- **Enterprising & Resourceful**
- **Accountable**

What We Offer

- A competitive salary of **£29,447 per annum**.
- Secure **Permanent, Full-Time** contract stability.
- Comprehensive mandatory and developmental training tailored to your role.
- A supportive, fun, and inclusive working environment where you can truly make a difference.

Benefits:

- **Private Pension Scheme**