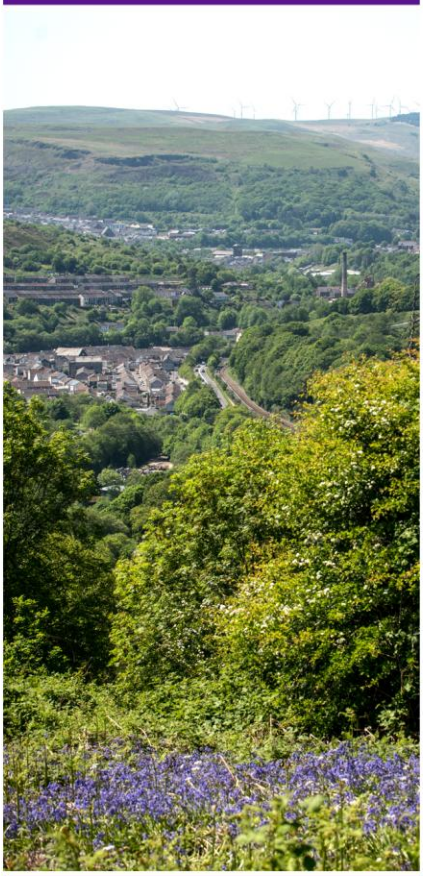
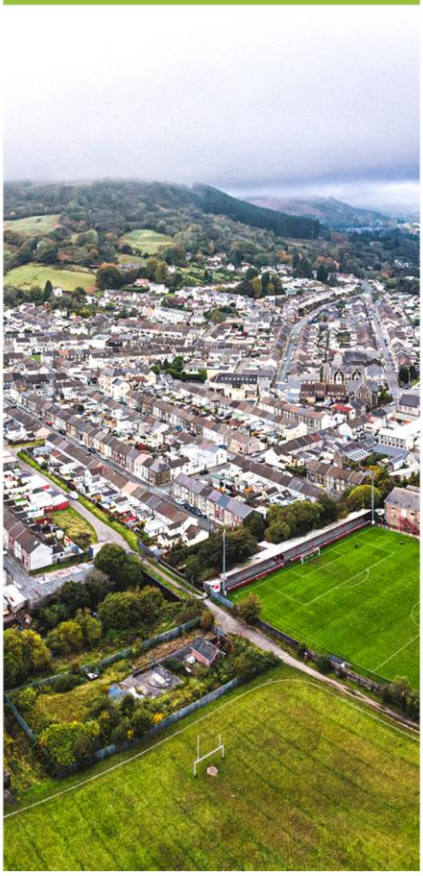
SWYDDI CYNGOR
RHONDDA CYNON TAF
COUNCIL JOBS

RHONDDA CYNON TAF







Pecyn Gwybodaeth i Ymgeiswyr

Candidate Information Pack

Mae'r ddogfen hon ar gael yn Gymraeg / This document is also available in Welsh.

JOB DESCRIPTION

Senior Day Services Assistant

Post Reference Number: TBC
Date of Job Description: June 2026
Version:

Grade	Grade 7
Location	YSBYTY GEORGE THOMAS
Group	SOCIAL SERVICES
Division	ADULT ACCOMMODATION
Department/Section	DAY CARE
Team/Sub Section	YSBYTY GEORGE THOMAS
Responsible to	DAY SERVICE MANAGER
Posts reporting to this post	DAY SERVICE ASSISTANT
DBS Required	ENHANCED ADULT WITH BARRED LIST – 3 YEARLY RENEWAL

Why work for Rhondda Cynon Taf Council?

Rhondda Cynon Taf Council is one of the largest Local Authorities in Wales. Our vision is for a Rhondda Cynon Taf where "All people, communities, and businesses can grow and live in a healthy, green, safe, vibrant, and inclusive County Borough where they can achieve their full potential in all aspects of their lives and work, both now and in the future"

If you work for us, your work contributes to making a positive difference in our communities. We are committed to creating a rewarding and inclusive working environment that reflects our values and priorities.

We provide excellent induction, training, and development programmes to help you grow within your role and career. You'll be challenged and supported through new opportunities to build new and transferable skills whilst making an impact.

Wellbeing and Work-Life Balance
In our comprehensive Workforce Wellbeing Strategy, which recognises the many elements influencing overall wellbeing. We offer a wide range of benefits and support services to help you thrive in the workplace.

You will have access to a range of wellbeing initiatives including discounted **Leisure for life** membership**, 'Vivup Card'** for discounts on hundreds of products and services and a **Cycle to Work** scheme.

We commission an **Employee Assistance Programme** (EAP) which gives access to 24/7 wellbeing support as well as a wealth of online resources including self-help workbooks, podcasts and health assessments.

Our **pension scheme** offers competitive benefits, with additional financial savings to be had with discounts on hundreds of products and technology and car purchase schemes providing additional ways to manage personal finance, all available through the **staff benefits** platform. There are further opportunities to boost financial wellbeing by learning more via the **Salary Finance** workshops.

In addition, we support work-life balance through flexible, family friendly policies and a generous annual leave entitlement, starting at 26 days (pro rata) rising to 31 days after 5 years of service, plus 8 public holidays and the option to purchase additional annual leave (up to 10 days pro rata). Our inclusive workplace also celebrates diversity with staff networks for employees including the Allies Network, Disability and Carers network, Perthyn (LGBTQ+ Network) and Spotlight (open to Black, Asian, and minority ethnic staff).

Please see our career pages to find out more about working for us

Purpose of the post:

To ensure that service users assessed needs are met in accordance with their plan of care

To oversee the day-to-day running of the Centre in conjunction with the Manager

To actively develop their own skills and knowledge

What you will deliver:

1. To assist with the day to day running of Day Centres across the County Borough as directed by the Manager as per service requirements.
2. In conjunction with the Manager, supervise and contribute to the planning and implementation of Provider Care Plans to ensure they comply with the appropriate standards of the Division and to ensure that these plans are monitored and reviewed regularly
3. Assist with the induction of new staff to ensure that they are aware of the required policies and procedures of the division and that they are supported and encouraged to gain the necessary skills to achieve those standards.
4. To lead the care team, through supervision of / and participation in direct care of service users.
5. To support the manager by providing formal supervision to staff members.
6. To alert the Manager where a member of staff is failing to meet required standard of performance
7. To undertake training, including NVQ, attend staff meetings and supervision sessions as required by the Council.
8. To ensure appropriate risk assessments are undertaken, implemented and reviewed on a regular basis.
9. To manage specific areas of work within the Centre as delegated by the Manager. This may include duties such as managing the staff rota, monitoring stock control , processing emergency orders for repairs of equipment / building and or other similar delegated responsibilities
10. Assist with the delivery of high standards of personal care needs of the service users attending the Centre.
11. To assist and support care staff with the formal review of service users' needs, liaising with the relevant care manager and relatives/carers to ensure the centre is able to deliver the appropriate care to service users attending Centre.
12. Liaison with staff from other agencies to facilitate provision of appropriate services to service users.
13. To maintain confidentiality.
14. To adhere to all Divisional Policies, Guidelines and Procedures.
15. Assess training needs and afford staff an opportunity for personal development.
16. Discuss and reflect upon current practices.
17. To support and assist the Manager in applying the Council's sickness absences procedures.
18. To maintain a safe environment for all users of the Centre by ensuring all work complies with Health and Safety guidelines, including work performed by outside contractors.
19. To undertake such other duties and responsibilities commensurate with the grade, as may be reasonably required by the Service Director, or as a mutually agreed development opportunity.

What you will deliver:

20. To comply with the Council's Health and Safety Policies and procedures and undertake any relevant health and safety duties in accordance with local arrangements.
21. To support the Council to play its part in tackling Climate Change and meeting its Carbon Reduction targets across the services it delivers and also in the goods and services it buys or commissions from other organisations.

All staff have a valuable and vital role in keeping people safe. Any person with concerns regarding the safety of a child or adult at risk, OR the behaviour of a colleague towards a child or adult at risk, has a responsibility to report this immediately. This should be done via the person's Line Manager, Designated Safeguarding Lead or contact the Cwm Taf Multi Agency Safeguarding Hub.

THE CONTENTS OF THE DOCUMENT WILL BE SUBJECT TO REVIEW FROM TIME TO TIME IN CONSULTATION WITH THE POST HOLDER. JOB DESCRIPTIONS MAY BE AMENDED TO REFLECT AND RECORD SUCH CHANGES.

PERSON SPECIFICATION

This Person Specification sets out the knowledge and/or qualifications, past experience and personal competencies that would be ideal for this particular post.

The **Knowledge/Qualifications** and Experience sections describe what is required in terms of the technical ability that is needed to do this job successfully.

The **Competencies** section describes the kinds of non-technical skills, abilities and personal characteristics that the ideal person for this particular role would have. The competencies describe how that person would ideally work with other people and how they would approach their responsibilities.

The **Special Conditions and Professional Requirements** section describes any other qualities appropriate to the particular circumstances associated with this role.

Knowledge / Education:

Essential	Desirable
Level 2 Health and Social Care: Core and Level 2 Health and Social Care: Practice (Adults) or equivalent	Level 3 Health and Social Care: Core and Level 3 Health and Social Care: Practice (Adults) or other relevant qualification
Willingness to achieve the Level 3 Health and Social Care: Core and Level 3 Health and Social Care: Practice (Adults) within 18 months of commencement of post.	

Experience:

Essential	Desirable
Minimum 3 year's experience of working in a care setting.	Experience of managing / supervising staff
	Experience of managing budgets within a local authority setting.

Welsh language skills:

Essential	Desirable
Welsh Language Level 1 ☒ *All employees will be required to undertake a basic Welsh Language induction to reach this level*	Welsh Language Level 2 ☒ Welsh Language Level 3 ☒ Welsh Language Level 3-5 ☒ Welsh Language Level 4 ☒

Welsh Language Level 2	☐	Welsh Language Level 5	☒
Welsh Language Level 3	☐		
Welsh Language Level 3-5	☐		
Welsh Language Level 4	☐		
Welsh Language Level 5	☐		

For details about the levels please refer to 'The Welsh Language Skills Guidance' online: www.rctcbc.gov.uk/WelshSkills

What skills you will use in the workplace:

Competency	Community & Social Care Framework
Competency Areas	**Competency behaviours and values**
Working with partners	Actively identifies partners and community networks that can be used for the benefit of the service user.
Working with team members	Contributes to a strong team spirit of shared responsibility. Has a strong influence on joint decisions. Promotes and demonstrates an ethos of equality and diversity.
Communicating effectively	Communicates clearly and concisely Genuinely listens to other's views, openly considering what they are saying Produces clear, accurate and up to date reports and records
Looking after the service users' best interests	Works with individuals to assess their needs and preferences within the organisational constraints. Explores and identifies the range of risks within the situation to service users, others and self. Understands, adheres to, promotes and explains the Code of Practice to service users and carers.
Earning service users trust	Respects service users' individuality, feelings and beliefs, their rights to privacy and to make choices. Informs service users about any changes from what has been agreed and offers information regarding comments, complaints and compliments. Maintains clear professional boundaries whilst demonstrating a clear understanding of the service users' issues.
Working with change	Is willing to try new ways of working and is flexible to them

	Has creative ideas about how to move things forward in service areas. Makes changes & ideas a reality and helps to make them work.
Achieving results	Has clear aims and objectives, and understands how these link to wider Council objectives and Key Performance Indicators (KPI's). Demonstrates professional competence and consistently delivers high quality outcomes.
Encouraging Professional development	Continually actively reviews their own development, identifying opportunities to progress. Participates in regular reviews and supervision to identify goals and areas for development.

Special Conditions and Professional Requirements

The ability to work flexibly

Ability to travel to workplace settings around RCT in line with service requirements.

Able to relate, with empathy, to people of all ages and disabilities.

Ability to help people with their personal care.

Ability to undertake moving and handling tasks