

JOB DESCRIPTION

Post Ref No:

1. JOB DETAILS

Job Title: Admin Assistant
Reports to: Admin Team Manager
Accountable to: Service Manager
Grade: Band 2
Unit/Department: Imaging
Location: BRI/SLH

2. JOB PURPOSE

The post-holder will provide effective reception, administrative and clerical support duties across the directorate, on a regular rotational basis, between BRI main x-ray department (and including Maternity and Medical Physics), St. Luke's main x-ray department and the Eccleshill Community Diagnostic Centre.

3. JOB DIMENSIONS

The Imaging Directorate comprises Radiology departments in both BRI and SLH sites. There are approximately 40 admin staff providing admin, clerical and secretarial support, along with radiologists, radiographers, nurses, ultrasonographers and supporting staff.

4. KNOWLEDGE, SKILLS AND EXPERIENCE REQUIRED

See the Person Specification which is attached.

5. PRIMARY DUTIES & AREAS OF RESPONSIBILITY

- Receive patients, visitors and other NHS staff into the department, directing to the appropriate waiting areas and assisting with any enquiries or concerns as appropriate.
- Answer telephone calls and deal with or appropriately field any queries or enquiries.
- Schedule patient appointments and handling cancellations.
- Registering patient referral data onto an electronic patient management system, being both timely and accurate
- Organise relevant patient transport for patients attending appointments
- Some first line vetting of referral card patient data set and following up on any

missing

- Data from the referral card patient data set.
- Attend and participate in Admin team meetings
- Provide admin cover for other sections as required
- Participate in the Individual Performance Review (IPR) process
- Make patient appointments liaising with patients, clinician's healthcare professionals and GP surgeries.
- Sorting and distribution of post and faxes
- Such other duties at a comparable level of responsibility, as may normally be agreed with the job holder

6. SPECIAL WORKING CONDITIONS

Bradford Teaching Hospitals NHS Foundation Trust is part of the West Yorkshire Association of Acute Trusts (WYAAT), a collaborative of the NHS hospital trusts from across West Yorkshire and Harrogate working together to provide the best possible care for our patients.

By bringing together the wide range of skills and expertise across West Yorkshire and Harrogate we are working differently, innovating and driving forward change to deliver the highest quality care. By working for Bradford Teaching Hospitals NHS Foundation Trust this is your opportunity to be a part of that change.

WYAAT is the acute sector arm of the West Yorkshire and Harrogate Health and Care Partnership, one of the largest integrated care systems in the country. The Partnership's ambition is for everyone to have the best possible health and wellbeing, and the work of WYAAT, and each individual trust, supports that ambition.

7. JOB DESCRIPTION AGREEMENT

Jobholder's Signature: _____ Date: _____

Head of Department's Signature: _____ Date: _____

Head of Department's Job Title: _____

Terms and Conditions:

You will be appointed on Agenda for Change Terms and Conditions

1 Probationary Period

New employees appointed to Bradford Teaching Hospitals NHS Foundation Trust covered by Agenda for Change Terms and Conditions (whether on a fixed term or substantive basis) are subject to a probationary period. The length of your probationary period is dependent on your length of contract as detailed in the table below. During this time you will be required to demonstrate to the Trust your suitability for the position in which you are employed. This period may be extended at the Trust's discretion and is without prejudice to the Trust's right to terminate your employment before the expiry of the probationary period. In the event that a decision is taken to terminate your contract of employment during or at the end of your probationary period, you will be entitled to a notice period in line with the statutory timescales, which for employees with less than one year's service is one week.

Length of Contract	Probationary Period
Substantive	6 months
Fixed Term for 12 months or more	6 months
Fixed Term for 6 – 12 months	3 months
Fixed Term for less than 6 months	1 month

Probationary periods do not apply to internal moves/transfers and promotions

2 Pension Scheme

New starters to the Foundation Trust will be auto-enrolled into the NHS Pension Scheme subject to qualifying criteria at the appropriate contribution rate. Contribution rates can be found at www.nhsbsa.nhs.uk/member-hub/cost-being-scheme.

The employer contribution rate is 20.68%.

Employees who are not eligible to join the NHS Pension Scheme will be auto-enrolled into an alternative scheme subject to qualifying criteria.

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| 3. Annual Leave | The leave entitlement for this job is *262.5* hours, pro rata (inclusive of bank holidays).

The annual leave year runs from 1 April to 31 March.

Your leave entitlement will rise to *277.5* hours, pro rata after 5 years NHS Service and to *307.5*, <i>pro rata</i> hours after 10 years NHS Service (inclusive of Bank Holidays). |
| 4. Health Screening | The post is subject to health screening, as appropriate to the post. |
| 5. Special Conditions | The postholder may be required to work irregular hours on occasions in order to satisfactorily fulfil the requirements of the post. |
| 6. Sickness Absence | Employees absent from work owing to illness will be entitled, subject to the conditions of the agreement and appropriate certification, to receive sick pay in accordance with the Department |

of Health Agenda for Change agreement (which may be varied from time to time by the NHS Negotiating Council). For details of the sick pay scheme please access the "Agenda for Change" staff Terms and Conditions via the Department of Health Website www.nhsemployers.org , or the HR Pages of the Trust Intranet.

The Foundation Trust is a NO SMOKING Employer - Smoking will not be permitted on Foundation Trust premises and grounds, and there will be no provision made for employees who wish to smoke.

General Data Protection Regulations

All members of the staff are bound by the requirements of UK Data Protection legislation and any breaches of the legislation or of the confidential nature of the work of this post could lead to dismissal.

Disclosure and Barring Service

Please note that this post may be subject to a criminal records check from the Disclosure and Barring Service.

For certain roles the check will also include information held on the DBS's children and adults barred list, together with any information held locally by police forces that is reasonably considered to be relevant to the applied for post.