



People Centred

Positive

Compassion

Excellence

JOB TITLE : Administrator/Receptionist (CASHIER Team) 22.5hrs

BAND : 3

BASE : Any community locations & also hospital main site

RESPONSIBLE TO : Child & Adolescent Support & Help Enhanced Response (CASHIER) Team Leaders/Team Manager

ACCOUNTABLE TO : Integrated Emotional Health and Wellbeing Manager

DBS DISCLOSURE : This post requires a DBS Disclosure

	ESSENTIAL	DESIRABLE
<u>QUALIFICATIONS</u>		
Educated to GCSE level or equivalent	X	
Knowledge of Microsoft Office including Word & Excel	X	
Spreadsheets/Teams/Oracle/Outlook/Word	X.	
Knowledge of EMIS & also System One Patient Records	X.	
ECDL	X	
Rota systems/Healthroster	X	
Will be shown payroll system	X	

<u>WORK EXPERIENCE / WORK HISTORY</u>		
Dealing with the general public	X	
Recent and relevant administration experience	X	
Knowledge of working in a healthcare setting	X	
IT/Keyboard skills	X	
Understanding of the Data Protection Act and knowledge of confidentiality at work	X	

<u>SKILLS / KNOWLEDGE</u> Knowledge and experience Microsoft Office (Word , Excel , Outlook) Awareness of the Data Protection Act Good communication skills Understanding of confidentiality The ability to communicate effectively in English	X X X X 	
<u>PERSONAL QUALITIES / REQUIREMENTS</u> Neat / tidy appearance Personal confidence and ability to work on own initiative Ability to get on well as part of a team Conscientious, punctual and reliable Flexible approach to work Sensitive to needs of client group/will be working with distressing information involving young people Must be willing to cover for other Admin Team staff when on a/leave and work flexibly as to the needs of the service Car owner / driver and possess full UK drivers licence, or be mobile and able to visit locations as and when required	X X X X X X X 	