

JOB DESCRIPTION



Title: Management Team Administrator

Responsible To: Estate & Facilities Manager\Management Team

Main Purpose of the Post:

To provide administrative support to the Management Team for all day to day activities.

To act as the focal point of communication for staff (and patients where applicable) to allow the correct information to be passed on.

To carry out all duties in a professional manner and adhere to all Adam Practice protocols, policies and guidelines at all times.

Duties & Responsibilities of the Post:

Main Duties:

- General administrative support to the Management Team
- To work alongside and in conjunction with the other Management Team Administrator to ensure smooth running of Management Team office.
- To prepare and process all HR administration ensuring electronic personnel system is kept up to date and accurate.
- To assist the Estates & Facilities Manager in all areas of building and equipment maintenance for all Adam Practice surgeries as required.
- To attend and take minutes at practice management meetings.
- Assist the management team to ensure that Practice Policies and Protocols are kept up-to-date and accurate.
- To assist with changes/updates to the practice Website and Intranet.
- To undertake specific assigned tasks, project support, or development / change work which may arise from time to time.

Personal / Professional Development

- The post holder will participate in any training programme implemented by the Practice as part of this employment, such training to include:
 - Participation in an annual individual performance review, including taking responsibility for maintaining a record of own personal and /or professional development
 - Share best practice with others who are undertaking similar work

This job description is not intended to be exhaustive, but to indicate the main areas of responsibility. It may be changed after consultation with the post holder. The employee shares with the employer, the responsibility for review and modification of duties. Suggestions and discussions are welcome.

The manner in which tasks are executed is of paramount importance, both in the staff acceptance of the post holder's managerial status and to the smooth running of the Practice.

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THE ADAM PRACTICE

Person Specification:		
	<i>Essential</i>	<i>Desirable</i>
Skills	<ul style="list-style-type: none"> • Excellent Communication Skills (verbal & written) • Good working knowledge of Excel spreadsheets, Word documents and Outlook (email) • Willingness to develop minute taking skills for meetings • Ability to self-motivate, organise and prioritise workload to meet deadlines • Ability to use own judgment and common sense • Ability to work independently as well as part of a team 	<ul style="list-style-type: none"> • SystmOne (clinical system) • Shorthand
Experience	<ul style="list-style-type: none"> • Previous Administrative experience • Supporting managers by providing accurate and timely administration • Previous experience of working accurately under pressure, whilst remaining calm and courteous 	<ul style="list-style-type: none"> • HR experience (beneficial however not essential)
Personality	<ul style="list-style-type: none"> • Reliable and trustworthy • Adaptable • Team Player • Conscientious 	
Other	<ul style="list-style-type: none"> • Good general level of education • An understanding, acceptance and adherence to the need for strict confidentiality. 	<ul style="list-style-type: none"> • Clean Driving Licence