

ADMINISTRATION ASSISTANT

Candidate Pack



Job Summary

This summary has been generated using AI to provide a clear and accessible overview of the role. It is intended to support candidates who may find the full job description harder to read, such as those who are neurodiverse, have learning disabilities or lower literacy levels. Our goal is to make the application process more accessible and inclusive for everyone.

- This role provides vital administrative support to the Secretary/PA, helping the team meet deadlines.
- You will use Microsoft Office to prepare documents, presentations, and maintain databases.
- You will handle phone calls, queries, and correspondence in a polite and professional way.
- You will manage patient records, results, and discharge summaries to support clinical meetings.
- You will keep filing systems and spreadsheets accurate and up to date.
- You will support colleagues with a range of office tasks while following policies and safe working practices.

Job Description

Job title:	Administration Assistant
Grade:	2
Site:	The Princess Royal Hospital, Telford
Accountable to:	Assistant Operations Manager
DBS required:	None

JOB PURPOSE

Provide an efficient and comprehensive administrative support service for the Secretary/PA, prioritising work to ensure deadlines are met.

Fully conversant with all Microsoft applications, word processing, Microsoft publisher, producing presentations using PowerPoint, maintaining databases on excel and access.

MAIN DUTES AND RESPONSIBILTIES

- Using Microsoft Office applications to produce letters, memos and other documents as requested.
- Answering telephone calls promptly and courteously, assisting the caller or redirecting the call as appropriate.

- Ensure all queries from colleagues and external organisations are dealt with quickly and effectively in the department, producing file notes as necessary.
- Uploading correspondence and documents to the Clinical portal.
- Ensuring that all radiology and blood results are reviewed and distributed to correct Consultant.
- Logging and Tracking patient notes for delivery and discussion at the Emergency Care Mortality and Morbidity meeting.
- Track patient Discharge Summaries from across the Emergency Care Centre footprint and ensure they are completed by the relevant doctor as required.
- Maintain investigations spreadsheet – escalating issues as required.
- Maintain an efficient filing system ensuring all information is filed accurately and promptly.
- Opening and dealing with incoming correspondences as appropriate.
- Undertaking photocopying tasks as and when required.
- Prepare papers as requested.
- Retrieve Medical records and update tracking system.
- Support other staff as requested in a professional manner with various administration duties.
- Keep up to date with technological developments with regard to developing appropriate skills in the use of current office technology e.g. word processing, spreadsheets, databases, electronic mail, etc.
- Maintain and encourage safe working practices and environment in accordance with local Health and Safety Policies.
- To adhere to agreed policies, procedures, and protocols.

MAIN CHALLENGES

- Be organised and work efficiently in a complex, changing environment.
- Manage multiple tasks ensuring deadlines are met.
- Communicate appropriately with a range of people at different levels of the organisation.
- Be flexible, self-motivated, and work with minimum supervision.
- View the service provided as Trust-wide and therefore must be flexible with regard to location.
- To participate in reflection, self-evaluation, and continuous professional developments including performance review.

ENVIRONMENT

- Be aware of physical effort with regard to sitting for long periods and the transfer of substantial numbers of medical notes.
- Exposure to frequent interruptions to routine, relating to telephone calls and personal requests and demands.
- Be aware of the prolonged exposure to Visual Display Units (VDU) and the associated health and safety risks.

EQUAL OPPORTUNITIES

- All duties and responsibilities should be undertaken, at all times, in compliance with the Trust's Equal Opportunities Policy

DATA PROTECTION

- Personal data is protected under the Data Protection Act (1999) and the post holder will ensure that it is securely held and that the requirements of the Act are followed.

SMOKING POLICY

- The Trust operates a No Smoking Policy.

Person Specification

	Essential	Desirable
Qualifications	• Knowledge of Microsoft Office packages eg PowerPoint, Word, Excel and other IT skills acquired through training and practical experience • 4 GCSE's (C and above) or equivalent • OCR (RSA) Stage 1 word processing (or equivalent)	• OCR (RSA) Stage 2 word processing (or equivalent) • Working towards ECDL
Experience	• Customer Care • General office procedures • Knowledge of software programs	• Knowledge of PAS systems • Experience of NHS working practices or Twelve month's previous office experience
Knowledge and skills	• Good command of English • High standard of grammar and spelling • Able to prioritise. • Well organised • Good time management • Reliable • Team worker • Patient focused. • Calm and confident • Able to use own judgment. • Able to communicate sensitively and tactfully with patients and carers.	

Other	• The post-holder will be required on occasions to perform tasks outside of the designated department, therefore flexibility is key. • A requirement may be made to operate on another site within the Trust.	
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General conditions

As they undertake their duties, all our people are required to uphold and demonstrate the Trust's core values of: Partnering, Ambitious, Caring and Trusted. Collaboration and partnership are also central to our approach in delivering our fundamental activities of patient care, teaching, and research.

Health & Safety

As an employee of the Trust you have a responsibility to:

- take reasonable care of your own Health and Safety and that of any other person who may be affected by your acts or omissions at work;
- co-operate with the Trust in ensuring that statutory regulations, codes of practice, local policies and departmental health and safety rules are adhered to;
- not intentionally or recklessly interfere with or misuse anything provided in the interests of health and safety.

Infection Prevention and Control

The prevention and management of acquired infection is a key priority for the Trust. Any breach of infection control policies is a serious matter which may result in disciplinary action. As an employee of the Trust you have a responsibility to:

- ensure that your work methods are compliant with the Trust's agreed policies and procedures and do not endanger other people or yourself;
- be aware of infection prevention and control policies, practices and guidelines appropriate for your duties and you must follow these at all times to maintain a safe environment for patients, visitors and staff;
- maintain an up to date knowledge of infection prevention and control, policies, practices and procedures through attendance at annual mandatory updates and ongoing continuing professional development;

- challenge poor infection prevention and control practices of others and to report any breaches, using appropriate Trust mechanisms (e.g. incident reporting policy).

Information Governance

The Trust is committed to compliance with Information Governance standards to ensure that all information is handled legally, securely, efficiently and effectively. You are required to comply with the Trust's Information Governance policies and standards. Failure to do so may result in action being taken in accordance with the Trust's Disciplinary Procedure.

- **Confidentiality and Security** - Your attention is drawn to the confidential and sensitive nature of information collected within the NHS. Whilst you are employed by the Trust you will come into contact with confidential information and data relating to the work of the Trust, its patients or employees. You are bound by your conditions of service to respect the confidentiality of any information you may come into contact with which identifies patients, employees or other Trust personnel, or business information of the Trust. You also have a duty to ensure that all confidential information is held securely at all times, both on and off site.
- **Disclosure of Information** - The unauthorised use or disclosure of information relating to the Trust's activities or affairs, the treatment of patients or the personal details of an employee, will normally be considered a serious disciplinary offence which could result in dismissal. Upon leaving the Trust's employment and at any time thereafter you must not take advantage of or disclose confidential information that you learnt in the course of your employment. Unauthorised disclosure of any of this information may be deemed as a criminal offence. If you are found to have permitted the unauthorised disclosure of any such information, you and the Trust may face legal action.
- **Information Quality and Records Management** - You must ensure that all information handled by you is accurate and kept up-to-date and you must comply with the Trust's recording, monitoring, validation and improvement schemes and processes.

Professional Standards and Performance Review

As an employee of the Trust you have a responsibility to:

- participate in statutory and mandatory training as appropriate for the post; and
- maintain consistently high personal and professional standards and act in accordance with the relevant professional code of conduct;

- take responsibility for the maintenance and improvement of personal and professional competence and to encourage that of colleagues and subordinates;
- participate in the Trust's appraisal processes including identifying performance standards for the post, personal objective setting and the creation of a personal development plan in line with the KSF outline for the post.

Safeguarding Children and Vulnerable Adults

We all have a personal and a professional responsibility within the Trust to identify and report abuse. This may be known, suspected, witnessed or have raised concerns. Early recognition is vital to ensuring the patient is safeguarded; other people (children and vulnerable adults) may be at risk. The Trust's procedures must be implemented, working in partnership with the relevant authorities. The Sharing of Information no matter how small is of prime importance in safeguarding children, young people and vulnerable adults.

- As an employee of the Trust you have a responsibility to ensure that:
 - you are familiar with and adhere to the Trust's Safeguarding Children procedures and guidelines.
 - you attend safeguarding awareness training and undertake any additional training in relation to safeguarding relevant to your role.

NHS Sexual Safety Charter

The Trust is committed to ensuring that all employees work in an environment that is safe, inclusive, and free from sexual misconduct, harassment, and discrimination. As a signatory to the NHS Sexual Safety Charter, the Trust upholds a zero-tolerance approach to sexual harassment and supports anyone affected by inappropriate behaviour. In accordance with the Workers Protection (Amendment of Equality Act 2010) Act 2023, the Trust has a statutory duty to take reasonable steps to prevent sexual harassment of its employees. All staff, are required to treat others with dignity and respect at all times and to cooperate with Trust policies, procedures and training designed to maintain a culture of safety, professionalism, and mutual respect.

Social Responsibility

The Trust is committed to behaving responsibly in the way we manage transport, procurement, our facilities, employment, skills and our engagement with the local community so that we can make a positive contribution to society. As an employee of the Trust you have a responsibility to take measures to support our contribution and to reduce the environmental impact of our activities relating to energy and water usage, transport and waste.

Continuous Improvement

The Shrewsbury and Telford Hospital NHS Trust aims to empower colleagues at all levels have the confidence, capability, passion, and knowledge, to test changes and make improvements at SaTH and in the communities we serve.

To support this, we have developed the SaTH Improvement Method, a structured approach to change that provides practical tools and techniques to help you understand what success looks like with clear aims, enables you to measure progress and plan meaningful improvements.

You won't be doing this alone. Whether you're new to improvement or already leading change, the Improvement Hub is here to guide you with expert advice, hands-on support, and a wide range of training opportunities to help you grow and thrive throughout your time at SaTH whilst making improvements in your area of work. Join us in shaping a culture of continuous improvement, where every colleague is supported to make a difference.

Equal opportunities and diversity

The Shrewsbury and Telford Hospital NHS Trust is an Equal Opportunities Employer, fully committed to fostering an inclusive workplace where all staff feel valued and able to thrive. We believe that a diverse workforce, reflective of our community, is essential for delivering the best patient care.

We will not discriminate against any job applicant or colleague based on any protected characteristic, including age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race (including colour, nationality, ethnic or national origin), religion or belief, sex, or sexual orientation. Selection for appointment, training, development, and promotion will be based purely on merit and the individual's ability to meet the role requirements.

As a post-holder, you have a personal responsibility to uphold the Trust's commitment to equality by treating all colleagues and patients with respect and dignity. You must actively support measures introduced to ensure equality of opportunity and will not discriminate, harass, or bully others, or condone such behaviour.

