**Part-Time Medical Centre Administrator**

**A BIT ABOUT US:**

Stowe School occupies Stowe House and approximately 200 acres of the Stowe estate and is located in Stowe’s world-famous landscape gardens set in 880 acres. Stowe School is an independent co-educational boarding School with approximately 870 pupils. There are around 400 full and part-time staff with 80 staff and their families living on site.

**WE ARE CHANGE MAKERS:**

The Stowe Group have a talented and committed workforce. We are committed to fostering team engagement, attracting, mentoring, developing and retaining our best teachers and non-teaching staff. We focus on employee well-being, provide opportunities for professional growth and create a culture of community and partnership.

**KEY TASKS AND MAIN DUTIES:**

A vacancy has arisen within Stowe Medical Centre for a self-motivated, flexible and dependable individual to join our team.

The successful applicant will have excellent communication and interpersonal skills, a high regard for customer service and enjoy the challenge of a varied working environment.

IT literacy is essential although training in specific in-house applications will be provided.

**Hours of work: 24 hours a week for 32 weeks of the year** Job Share, 24 hours across 3 days a week (alternate Saturdays), 08:30am–3:30pm, however start and finish times are negotiable for the right candidate. Days are not fixed so a degree of flexibility is required.

**Salary: Agenda for Change Band 2 - £7240 per annum**

**Closing Date: 19th August 2022**

**Interviews: 6th September 2022**

Any questions please contact our Senior Nurse Manager – [hhughes@stowe.co.uk](mailto:hhughes@stowe.co.uk)

An application form and job description can be downloaded from our website: <https://www.stowe.co.uk/careers-at-stowe>

**The Stowe School Group** is committed to safeguarding and promoting the welfare of children and expects all staff to share in this commitment.

**Application deadline:** This post will close on the closing date stated at midnight. If we receive a large number of applications or there is a change in circumstance, we may be required to close a job before to the closing date.

**Contacting you:** We will contact candidates through the email address supplied on their application form. Please make sure you check this regularly

**Job Description**

**Job Title:** **Medical Centre Administrator**

**Pay Equivalent to AfC Band 2 (pro rata)**

**Department:** **Medical Centre**

**Accountable to:** **Senior Nurse Manager**

**Responsible for:** **No direct reports**

**Purpose of the job:**

To work within a small team supporting the medical staff and recognise the medical centre and schools’ values and aims.

**Context:**

Stowe School occupies Stowe House and about 200 acres of the Stowe estate, and is located in Stowe’s world famous landscape gardens set in 880 acres. Stowe School is an independent co-educational boarding School with approximately 850 pupils. There are around 500 full and part-time staff with 80 staff and their families living on site. The National Trust manages the landscape gardens and opens the grounds to over 200,000 visitors a year. Stowe House is open to the public during the School holidays and, for guided tours, during term time.

Stowe School is committed to safeguarding and promoting the welfare of children and expects all staff to share in this commitment.

**Values and Behaviours:**

The post-holder is expected to act professionally at all times and in accordance with the standards of behaviour and code of conduct outlined in the staff handbook and below. In particular we aspire to the following standards of behaviour for the Stowe community.

The Stowe Community is committed to working together to achieve Stowe’s aims and objectives. It is a Christian community that aspires to excellence through working efficiently whilst being responsive to change, adding value where possible and using resources wisely. We collaborate to work both as individuals and as members of a team, communicating and consulting often and openly to the highest standards. We act with integrity and treat each other considerately, valuing diversity and rejecting discrimination. We operate within the appropriate laws and regulations.  We are accountable to each other and to our pupils, parents, governors, trustees and visitors.

The Stowe Community is both environmentally and socially responsible, recognising the importance of an appropriate work/life balance.

**Key Responsibilities and Accountabilities**:

* To provide clerical and administrative support within the medical centre. This will include some photocopying, filing and some light household duties.

**Key Tasks:**

1. Administrative:

* 1. To ensure appropriate paperwork and records, following the Medical Centre Policy, are completed.

* 1. To perform general office duties such as answering the telephone, filing medical notes, photocopying typing etc.
  2. To respond to and follow up enquires by post, telephone, fax or email.
  3. To organise and maintain paper and electronic files.
  4. To prepare and submit relevant administration in a timely and accurate manner.
  5. To update patients’ personal data through close liaison with nursing staff.
  6. To maintain stock levels of Medical Centre paperwork.
  7. To assist with the dissemination of health promotion resources in the Medical Centre, including creating displays for information.

1. Liaison:
   1. To work in collaboration with our partner GP practice, ensuring NHS and school systems are up to date
   2. To communicate to the Senior Nurse Manager areas of concern/for development.
   3. To establish and maintain effective working relationships with co-workers, supervisors, students and parents.
   4. To ensure adherence to statutory Health and Safety and Data Protection Legislation at all times.

This job description reflects the present requirements of the post and as duties and responsibilities change/develop, the job description will be reviewed and be subject to amendment in consultation with the post holder.

Date agreed:  July 2022

**Person Specification**

The selection of candidates for short-listing will be based on this specification and candidates should bear this in mind when preparing their application and completing the application form:

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| **Attributes** | **Essential** | **Desirable** |
| **Qualifications** | * Educated to GCSE standard. | * IT qualifications. |
| **Specialist Skills & Experience** | * Computer literate.      * Good organisational skills.      * Ability to communicate effectively both verbally and in writing.      * Ability to work within a team under direction of senior staff members but to also use own initiative. | * Worked within a team in a medical setting.      * Knowledge of medical software.      * Previous experience dealing with 13-18 year olds. |
| **Personal Qualities** | * Motivated.      * Keen to improve general knowledge.      * Interest in working within a medical / school service. | * Previous experience in School environment.      * Car Driver. |