

Job Description

Job Title: Administrator
Accountable to: Administration Team Lead / Business / Practice Manager

Practice Plus Group's mission is **Access to Excellence**. Our core values are;

- we treat patients and each other as we would like to be treated
- we act with integrity
- we embrace diversity
- we strive to do things better together

Patients can only access excellence if we commit to living our values in everything we do when we're at work.



We believe in putting the patient first, regardless of the environment or their history. The prison population is one of the most vulnerable and challenged patient groups in society and the delivery of their health care is conducted within often difficult and demanding environments.

The role

As an Administrator you will;

Provide High quality administrative duties working within site. You will deal with patients, healthcare colleagues and other professionals over the phone, face to face and via email in a professional and courteous manner.

Deliver Administrative support to the multidisciplinary meetings recognising the need for patient confidentiality and multi-agency working. You will use IT systems, clinical templates and data to ensure reporting is accurate.

Inspire Excellence by dealing with patients and colleagues professionally, escorting visitors and

contractors around the prison as and when required. You will also be responsible for liaison with a range of agencies, internally and externally.

Promote Professionalism and attention to detail within the completion of your duties.

Share Knowledge, skills and expertise to ensure safe care, and build multi-disciplinary teams of clinical and non-clinical colleagues who support each other to do a great job.

About you

- English and Maths at GCSE or equivalent
- Ability to prioritise workload
- Excellent communication skills
- A non-judgmental and compassionate approach
- Good IT skills and IT literacy
- Ability to work within a busy environment



Additional information

Disclosure and Barring Service- a Disclosure and Barring Service disclosure at the enhanced level is required for this role. A risk assessment will be undertaken if necessary.

Prison Vetting- a HMPPS (His Majesties Prison and Probation Service) clearance is required for this role in accordance with Ministry of Justice, plus local prison vetting.

Education and Training- continuing professional development is encouraged and an annual appraisal system is in place to discuss ongoing objectives and support revalidation.