



Health. Care. Together.

## PRIORY MEDICAL GROUP

### Administrator Secretarial Team

Priory Medical Centre, Acomb

#### What makes Priory Medical Group and its people unique....

- We are a forward thinking, innovative and customer focussed organisation
- We recognise that the quality of our work is driven by the quality of our people
- We are committed to providing an open, friendly and supportive environment where all staff are encouraged to share ideas and contribute to continuously improving the service we offer
- We provide you with all the tools, training and personal support needed to **enjoy** and **succeed** in this key patient service role

#### What is an 'Administrator' in our Medical Secretarial Team?

Our Administration Team is made up of three specialties – Clinical Coding, Patient Records and Secretarial.

This role is within the Secretarial specialty and will include:

- Processing of electronic letters, using our in-house systems / MS Word
- Providing excellent customer service to your colleagues, the patients of the Practice, and our external clients
- Retrieving and processing information from our in-house medical records system efficiently and accurately
- Completing various reports and forms in an accurate and timely manner
- Our company and this role will continue to evolve and you will be expected to rise to the challenge

#### What we look for in your application:

- Proven background with the positive attitude and outlook required to work in a dynamic, fast paced and customer centred business
- Proven Team Player with pride in how you interact with colleagues and contribute to a positive working environment
- Professional pride in the quality of your work and relationship with your customers
- A healthy dose of common sense and proven record of working autonomously. Our environment is dynamic and varied and common sense will guide your decision making
- Proven ability to adapt to change – we are constantly improving and evolving our ways of working and new technologies. You need a proven background of adapting to change

#### The skills you we are looking for you to bring to the team:

- Proven, efficient and accurate keyboard/typing skills
- Proven ability to following processes and procedures accurately and efficiently
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- Proven ability to following processes and procedures accurately and efficiently
- Proven administration background in a fast paced environment



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- Competent in the use of PC based technologies including Microsoft Outlook, Word. Full training will be given for in-house systems
- An understanding of the importance of confidentiality in the workplace and able to follow data protection policies and guidelines
- Great communication skills, face to face, on the phone and written / via e-mail
- Any knowledge of medical terminology is beneficial but not essential as full training will be given

**Job title:** Administrator – Secretarial Team

**Working hours/contact times:** Full time; Monday to Friday

**Salary:** £8.91 per hour rising to £9.40 per hour after successful probationary period (pro-rata) + Company pension scheme

**Location:** Priory Medical Centre, Cornlands Road, Acomb, York

**How to apply:**

Please apply for this vacancy by clicking [<here>](#) or visiting NHS jobs and searching Priory Medical Group, York. Please include why you feel you have the aptitude, attitude and skills for this role. For more information, contact [vacancies@priorymedical.com](mailto:vacancies@priorymedical.com) or Human Resources on 01904 928 842.

**Selection for Interview**

The Practice recognises that discrimination of any kind is both unlawful and would act as a barrier to finding the most talented individuals for our organisation. As such, our recruitment and selection procedures exist to ensure no job applicant, employee or worker is discriminated against either directly or indirectly on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy or maternity, race, religion or belief, sex or sexual orientation.

A great deal of careful consideration has been invested in preparing the advert for this post based on the specification for this role and the person we are looking for. **Our selection for interview process is designed to ensure individuals are selected for interview on the merit of their application only.**

If you are applying through NHS Jobs, you will notice you are asked if you would like a guaranteed interview as part of the 'Two Tick' disability scheme. Whilst this is an admirable government initiative, please be aware we are not signed up to this scheme. This is a question on the NHS jobs application form which is outside of our own control. Our own process ensures we consider candidates on the merit of their application only and we do not ask any questions regarding a disability as part of our selection process. We only give candidates the opportunity to share information regarding any disability after candidates are invited to interview and only if the candidate feels they require adjustments in the interview process.