

# PERTH & SCONE MEDICAL GROUP

## Part-Time Administrative Assistant/Medical Receptionist

25 hours per week  
(Monday - Friday)

Salary Scale: £16698 (£12.81 per hour)

We are currently looking for an experienced and reliable Administrative Assistant to join our practice team at Perth & Scone Medical Group.

The post will be Monday to Friday within the hours of 7.30am - 6.00pm. The successful candidate will be expected to be flexible in their ability to alter hours to accommodate staff annual leave or to cover sick leave, where required.

Although this post is primarily based at Taymount Surgery, the ability to work at our Scone branch site will also be required.

Previous General Practice experience is not mandatory as full training in practice systems will be provided, although previous experience in a medical environment or a customer focused role will be advantageous.

The successful candidate will be expected to possess excellent IT skills as well as being a good communicator and an effective team player.

Please apply (with CV) to: Mrs Lyn Williamson  
Practice Manager  
Taymount Surgery  
1 Taymount Terrace  
Perth  
PH1 1NU

Email applications: [Tay.taymountrecruitment@nhs.scot](mailto:Tay.taymountrecruitment@nhs.scot)

Closing date: Sunday 2<sup>nd</sup> March\*

**\*we reserve the right to close this post sooner than 2<sup>nd</sup> March if we receive sufficient applicants before this date**

**JOB TITLE:** Administrative Assistant/Medical Receptionist

**ACCOUNTABLE TO:** Practice Manager/Assistant Practice Manager/Reception Team Leader

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### **JOB SUMMARY**

To provide the practice with an efficient and effective administrative support to ensure practice objectives are achieved.

### **MAIN OBJECTIVES OF THE POST:**

- To work with the Management Team to ensure that there are efficient and effective administrative processes in place to support the provision of a high quality of service to patients.
- To ensure that the practice IT system is used to support the Practice Healthcare Team in accordance with practice policy.
- Ensure that effective communication channels are utilised to facilitate the flow of information both within the practice and externally.

### **PRINCIPAL RESPONSIBILITIES:**

- Work alongside the management team to assist with the delivery of the administrative objectives of the Practice Healthcare Team.
- Ensure all administrative procedures are carried out in accordance with practice policy.
- Entry of appropriate data into the patient electronic health record.
- Summarisation of patient medical records.
- Assist with the processing of Subject Access Requests (SARs) in line with practice policy and GDPR regulations.
- Reception duties (including scheduling of patient appointment and care navigation).
- Scheduling of routine Chronic Disease Management reviews.
- Processing of repeat prescriptions

The above list of duties is not exhaustive, but is intended as a general guide. Duties may vary subject to the introduction of revised guidelines or new technology.

The particular duties, responsibilities and hours of work attached to posts may vary from time to time without changing the general character of the duties or the level of responsibility entailed.

### Person Specification for Administrative Assistant

<b>Criteria</b>	<b>Essential</b>	<b>Desirable</b>
<b>Experience</b>	At least 2 years in a previous administrative position  Previous customer focussed position	Previous experience in General Practice or another medical environment
<b>Knowledge &amp; Skills</b>	Sound working knowledge of Microsoft applications  IT proficient	InPS or other clinical system experience  Medical Terminology
<b>Qualifications</b>	Nat 5 English and Maths (Grade A-C) 2 further Nat 5 or equivalent (Grade A-D)	
<b>Personal Qualities</b>	Excellent Team Player as well as being able to use their own initiative  Excellent communication skills  Good time management  Understands the need for discretion and patient confidentiality  Self motivated and enthusiastic in their approach to the role  Conscientious with a good eye for detail  Can adapt well to change when required	
<b>Other</b>	Some flexibility to change working hours as per the requirements of the administrative team  Able to work well under pressure and to tight deadlines  Smart in appearance	Driving Licence