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JOB DESCRIPTION FOR ADMINISTRATION & DATA INPUT CLERK

Employing organisation:	Solutions 4 Health Limited
Contract Type:	Full Time
Salary:	£17,000
Place of Work:	Reading
Responsible to:	Office Manager
Company Division:	Healthcare Division

www.solutions4health.co.uk

Please send your CV and covering letter to: recruitment@solutions4health.co.uk

Please note if you have not heard within 6 weeks of the closing date, unfortunately you have not been successful on this occasion.

JOB SUMMARY

- Assist Office Manager and Public Health Project Manager with the company's general administration, secretarial and day to day duties.
- Input data into the Stop Smoking Service and Health Checks databases.
- Ensure the data required by the Department of Health is recorded and available within the agreed time frames.

MAIN RESPONSIBILITIES

- Providing administrative and secretarial support to the Office Manager and Public Health Project Manager.
- Record, check and Input data from the service monitoring forms onto the company's databases. A high level of accuracy vital to this job.
- Send out reminders, liaise with advisers and Surgery practice staff regarding the collection of service monitoring data forms.
- Extraction of routine reports from the database.
- Responsible for ensuring all relevant deadlines are met.



- Participate in occasional research and development, carry out audit activities as necessary, and acting as an independent point of contact for returned surveys, etc.
- Participate in scoping exercises and information gathering in preparation for tender responses often to tight deadlines.
- Produce biography briefings for external visitors in partnership with the project manager.
- Complete the corporate social media monitoring template daily.
- Carry out other administration duties relevant to the role.

ELIGIBILITY TO WORK IN THE UK

All applicants must be eligible to work in the UK. We only accept applications from candidates who are legally entitled to work in the UK.

EQUAL OPPORTUNITIES

Solutions 4 Health is committed to the development of positive policies to promote equal opportunity in employment. All employees have a responsibility to ensure that they understand, comply with and promote the Equal Opportunities Policy, avoiding behaviours which discriminate against colleagues, potential employees, clients or patients on the grounds of sex, marital status, race, age, sexuality, colour, nationality, ethnic or national origin, religion or disability.

DISCLOSURE AND BARRING SERVICE CHECK

All Solutions 4 Health employees either in direct contact with patients and/or with access to patient data are required to pass a Disclosure and Barring Service (DBS) check.

It is a requirement of this post that you undertake an enhanced DBS check, and you will be asked to complete and sign a Disclosure Form giving permission for the screening to take place. If you refuse to sign the form your appointment will not be progressed further.

SAFEGUARDING AND PROMOTING THE WELFARE OF CHILDREN AND VULNERABLE ADULTS

Solutions 4 Health is committed to safeguarding and promoting the welfare of children and vulnerable adults. This is defined as protecting children and vulnerable adults from maltreatment, preventing impairment of their health or development and ensuring that their domestic and social circumstances are consistent with the provision of safe and effective care.



NO SMOKING POLICY

Solutions 4 Health has a No Smoking Policy, which does not allow smoking by staff or visitors on any of our premises.

PERSON SPECIFICATION FOR

DATA INPUT & ADMINISTRATION CLERK

Essential

EDUCATION

Good standard of general education Application Form

GCSE (Grade A to C) or equivalent in English and Mathematics

EXPERIENCE

Competent Data Entry

General office administration

Able to deal with members of the public

KNOWLEDGE

Sound knowledge of Microsoft Office products

SKILLS AND ABILITIES

Good oral and written communication skills

Methodical and accurate

Attention to detail

Ability to communicate clearly and effectively by telephone, in person and in writing

Ability to follow procedures and systematic processes

Good organisational skills

Ability to work on own initiative and as part of a team as required

OTHER

Calm and confident manner

Flexible

Able to work in a confidential manner

Able to demonstrate ability to handle constant interruptions and remain calm under pressure

Desirable

EXPERIENCE

Worked in a public health environment