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| **Job Title** | **Optometry Administrative Assistant** |
| **Responsible to** | Noopur Patel - Special Schools Service Manager |
| **Responsible for** | Providing excellent administrative support to the SeeAbility special schools eye care service |

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| **Your Role** |
| **The factual bit** You will be responsible for collecting and securely storing sensitive health information, using a secure digital practice management system. **Our Values** |
| **Your responsibilities** |
| * Planning clinics, distributing consent /eye care history forms and appointment letters.
* Managing incoming enquires by phone and email from parents and schools.
* Securely storing completed consent/ eye care history forms
* Additional duties as required by the administrative assistants & eye care service manager.
* ​To ensure efficient and thorough record keeping, ensuring records are kept up to date and all interactions with children/families/carers/clinicians are recorded appropriately.
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**Your knowledge, experience, skills and values**

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| **Knowledge & qualifications** | * Good knowledge and efficiency with Microsoft word/ outlook
* Satisfactory enhanced DBS check
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| **Experience** | * Experience in busy administrative environment.
* Experience with using all areas of Microsoft Office
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| **Skills & personal attributes** | * Excellent organisational skills.
* Ability to work independently and to own initiative.
* Excellent verbal and written communicator.
* Ability to manage own time efficiently and effectively.
* Strong IT and literacy skills
* Ability to maintain confidentiality.
* Confidence in communicating with children with complex learning and physical disabilities and their families and teachers.
* Acknowledge personal professional limitations and when to seek help and support and from which sources.
* Willingness and ability to travel extensively around Greater London and beyond as required.
* Good team player-willing to share knowledge and learn from others.
* Commitment to equal opportunities and diversity.
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