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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. |

**Your knowledge, experience, skills and values**

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| **Knowledge & qualifications** | * Good knowledge and efficiency with Microsoft word/ outlook * Satisfactory enhanced DBS check |
| **Experience** | * Experience in busy administrative environment. * Experience with using all areas of Microsoft Office |
| **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. |