

Person Specification



Job Title: Clinical Administrator- Inpatient Unit & Clinical Services

Department: Patient & Family Services

Location: Warwick Myton Hospice

Responsible to: Clinical Administration Team Manager

Attributes	Essential	Desirable
Educational / Professional Qualifications		Secretarial, PA or Administration qualification
Previous Experience	<ul style="list-style-type: none"> • Experience of providing effective administration support within a busy team in a clinical setting • Handling confidential and patient sensitive data • Supporting multiple people/ teams within one role 	Hospice or charity sector experience
Skills and Attributes	<ul style="list-style-type: none"> • Excellent communication skills including friendly and professional telephone manner • Excellent time management skills • Self- motivated, able to work autonomously and show initiative • Capacity to organise a diverse workload • Proficient with IT and all Microsoft Office applications (Word, Excel, Outlook etc.) • Ability to deal sensitively with patients and their families in sometimes distressing circumstances • Team working skills • Ability to prioritise tasks, plan your workload and work under pressure • Ability to adapt to change and have a flexible approach • Conscientious and hardworking • Ability and flexibility to travel to Myton Hospice sites as and when required 	<p>Understanding of patient confidentiality</p> <p>Knowledge of patient databases</p>

