

Linden Lodge School
Medical Administrator/Secretary

Education and Training			
Essential Criteria		Desirable Criteria	
Good standard of education – Degree or equivalent qualification		RSA typing/WP Stage 2 qualification or equivalent	
Accurate typing of a reasonable speed		ECDL or equivalent qualification in IT skills	
Experience of using Microsoft Office i.e. Word, Excel, Outlook			
Achievements and Experience			
Essential Criteria		Desirable Criteria	
Experience working in an office/clinic/ school environment in an administrative, support or secretarial role			
Experience of diary management and organisation of events/meetings			
Experience of working in a similar role either within the NHS or in private practice.			
Experience of using PC/ IT systems to support administration			
Proven track record undertaking administrative roles effectively			
Awareness of the principles of safeguarding and understand the duties and responsibilities arising from the Children Act 2004 and Working Together in relation to child protection and safeguarding children and young people			
Skills & Abilities			
Essential Criteria		Desirable Criteria	
Knowledge of Microsoft Word, Excel and Email			
Awareness of need for confidentiality and respecting dignity of clients			
Understanding of issues faced by people with physical disabilities			
Awareness of need for confidentiality and respecting dignity of clients			
Awareness of effective Teamwork			
Exceptional communication skills both written and verbal.			
Ability to organise and prioritise tasks effectively.			
Respect for the need for confidentiality			

Ability to show tact and diplomacy when required especially when face with challenging situations.			
Ability to remain resilient when working within emotionally challenging meetings/hearings			
Ability and experience of maintaining professional boundaries			