

Administration Support Assistant (344-TMKINGSWHH)

William Harvey Hospital, Ashford, Kent – Kings Wards

Band 2 – (£15,251 - £17,978 per annum pro rata)

6 Hours per week – Monday's 10am – 1.00pm & Friday's 2pm – 5pm

As part of NHS England's Five Year Forward View, East Kent Hospitals University NHS Foundation Trust (EKHUFT) has signed up to a pledge to support people with learning disabilities by making a commitment to support employment by removing barriers.

EKHUFT has worked with Kent Supported Employment (KSE) to provide training to line managers and undertaken a "job carving" process. This has enabled the Trust to identify positions that have been created for people with learning disabilities to apply and be recruited to, but not in the traditional way.

With around 8,000 staff, 1,100 beds and serving a population of 759,000 people, we are one of the largest acute foundation trusts in England.

We provide the full range of district general hospital services from The William Harvey Hospital in Ashford and Queen Elizabeth The Queen Mother Hospital in Margate. Kent & Canterbury Hospital in Canterbury is a specialist services hub with an urgent care centre. The Buckland Hospital, Dover, and Royal Victoria Hospital, Folkestone, provides a variety of outpatient, diagnostic and minor injury services.

One of the positions that has been created will be working within the Kings Wards, which is trauma and orthopaedics at the William Harvey Hospital. The successful candidate will work closely with the ward clerks to provide administration support, some of the tasks involved will include:

- Filing
- Photocopying
- Adding information and additional sheets into patient files
- Collecting and delivering post
- Replenishing stationary

The successful candidate will have some experience of working within an office environment or some type of administration background. It is essential to have a basic level of literacy to undertake the role.

Any interested parties it is requested that you e-mail your C.V along with a covering letter of interest to Twyla Mart, Resourcing Manager to twyla.mart@nhs.net

For an informal discussion, please contact Twyla Mart on 01227 866449

Please note that as this position has been identified under the NHS England's Learning Disability Pledge, only applicants with a formal learning disability diagnosis can be considered for the position.

Closing Date: Monday 13th March 2017

Shortlisted applicants will be invited to attend a working interview

Most positions with the Trust require a Disclosure and Barring check and will be exempt from the Rehabilitation of Offenders Act 1974. Posts working regularly or unsupervised with children or vulnerable adults require an enhanced check. The Trust is committed to safeguarding children and vulnerable adults.

We care about the health and well-being of our staff and patients. Therefore, we operate a no-smoking policy and smoking is strictly forbidden on all of its sites and grounds. We offer a variety of benefits for employees including discounts at a range of national shops, local offers and buying and selling annual leave.