



**Bicton Heath, Shrewsbury, SY3 8HS**

**Re : Education Secretary - 20 hours per week**

Thank you for your request for further information for the above mentioned post. Please find attached the following:

- 1. Information to Candidates**
- 2. Equal Opportunities Monitoring Form**
- 3. Job Description**
- 4. Person Specification**

Having read the enclosed information, your completed application form should be returned to me at the address above, to arrive no later than **28<sup>th</sup> May 2019. Interviews scheduled for 7<sup>th</sup> June.**

We will respond to all unsuccessful applications within 4 weeks of the closing date via email (if you have provided an e-mail address on your application form).

Thank you for the interest you have shown in this post.

Yours sincerely

**Gaynor Taylor**  
**HR Advisor**  
Encs.

**Education Secretary – 20 hours per week**  
**INFORMATION TO CANDIDATES - SUMMARY OF MAIN TERMS AND CONDITIONS OF EMPLOYMENT**

The following information is intended as a useful guide to applicants considering joining the Hospice. Full details are supplied with an offer of appointment.

**1. MEDICAL**

As part of the Hospice's selection procedure for employment, we ask all prospective employees to complete a pre-employment medical questionnaire. The purpose is to fulfil our responsibilities under the Health and Safety at Work Act 1974 and to ensure that the proposed employment does not present any particular risks from a medical point of view.

No formal offer of appointment will be made until the Hospice, through its Occupational Health Service Provider, is satisfied about your medical fitness to undertake the job. Further details about this will be sent to any prospective employee following interview.

**2. REFERENCES**

No formal offer of employment will be made until we have received satisfactory references.

**3. DISCLOSURE**

Not applicable

**4. PROBATIONARY PERIOD**

Your appointment will initially be for a probationary period of up to 3 months during which time your progress will be regularly assessed. Your line manager will work closely with you in order to help and support you as necessary throughout your probationary period. The Hospice reserves the right to extend the probationary period for any reason should this be deemed necessary eg. to provide additional training.

Your appointment will be confirmed in writing following the satisfactory completion of your probationary period. Your employment may be terminated at any time during the probationary period with appropriate notice. However, prior to this decision being made, every effort will be made to ensure that you reach the required standards.

**5. SALARY**

The salary for this post is £8.56 - £10.23 per hour depending on experience. This is Band 3 under the Hospice's pay scale system. Salaries are paid monthly by credit transfer to a bank or building society account.

**6. HOURS OF WORK**

You will be contracted to work 20 hours per week. Based at Shrewsbury, you will be required to work 1 day per week at Telford.

**7. HOLIDAY**

Holiday entitlement is 7 weeks per annum including bank holidays.

**8. PENSION**

The Hospice is able to offer ex NHS staff continuity of membership\* into the NHS Superannuation Scheme. Please note, as a direction employer, the Hospice is not able to provide access to the NHS (Compensation for Premature Retirement) Regulations or the NHS (Injury Benefits) Regulations. All other NHS Superannuation scheme benefits are applicable.

(\*Provided there is not a gap of more than twelve months between your last contribution to the scheme and applying to re-join it from the Hospice.)

## Equality and Diversity Statement

**Severn Hospice (the Hospice) is committed to the equal treatment of all employees and job applicants and requires all staff, whatever their grade or authority, to abide by this general principle. The Hospice is committed to all employees being able to achieve their full potential in an environment characterised by dignity and mutual respect.**

No individual shall be treated less favourably than another on grounds of gender, age, religion or belief, marital status, race, nationality, ethnic or national origin, sexual orientation, disability, social background, trade union membership, criminal record, carer responsibilities or employment status. The policy of equality of opportunity extends to all services we provide.

Severn Hospice aims to promote equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a diverse range of candidates including those with criminal records. We comply fully with the DBS Code of Practice and undertake to treat all applicants fairly. We undertake not to discriminate unfairly against any subject of a DBS Check on the basis of a conviction or other information revealed. Candidates are selected for interview based on their skills, qualifications and experience.

A DBS Check is only requested after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a DBS Check is required, all application packs will contain a statement that a Check will be requested in the event of the individual being offered the post.

Details of criminal records must be sent under separate, confidential cover with your application form. We guarantee that this information will only be seen by those who need to see it as part of the recruitment process.

All those involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences. At interview, an open and measured discussion will take place on the subject of any offences or other matter that might be relevant to the position.

Criminal records will be taken into account for recruitment purposes only when the conviction is relevant. Having an "unspent" conviction will not necessarily bar you from employment. This will depend on the nature of the position and the circumstances and background of your offences. However, any "unspent" convictions, which are not declared and subsequently revealed, may result in dismissal.

Under the Rehabilitation of Offenders Act 1974, a conviction will become "spent" (i.e. treated as if it had not occurred) where the individual has not, after a specified period of time, committed another serious offence.

Rehabilitation periods vary depending on the type and length of conviction originally incurred.

Severn Hospice has a legal obligation to protect vulnerable client groups from people who have committed serious offences, and as such meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974. All applicants who are offered employment in a post that falls into this category will be subject to a Disclosure Barring Service Check, before the appointment is confirmed. This will include details of cautions, reprimands or final warnings, as well as convictions, including "spent" convictions and where the post is subject to an Enhanced Check, other relevant non-conviction information, such as police enquiries and pending prosecutions will be included.

Severn Hospice is committed to compliance with the Disclosure Barring Service's Code of Practice for Registered Persons and other recipients of DBS information.

*A copy of the Hospice's Equality and Diversity Policy is available upon request.*

# Severn Hospice

## EQUAL OPPORTUNITIES APPLICANT MONITORING FORM

To help us ensure the effectiveness of our Equality and Diversity Policy **please complete this form, seal it in a separate envelope, and return it with your application form.** This will ensure that the appointing officer responsible for shortlisting or interviewing does not see the monitoring form before an appointment is made.

Post applied for .....

Full name of applicant .....

Date of birth ..... (age ..... )

• **Gender**

- Do not wish to disclose  
 Male                       Female                       Transgender

• **Sexual Orientation**

- Do not wish to disclose  
 Heterosexual / Straight                       Bisexual                       Gay / Lesbian  
 Any other sexual orientation – please specify .....

• **Religion or Belief**

- Do not wish to disclose  
 Baha'i                       Buddhist                       Christian                       Hindu                       Jain                       Jewish  
 Muslim                       None                       Pagan                       Sikh                       Zoroastrian  
 Any other religion or belief – please specify .....

• **Ethnic Group**

- Do not wish to disclose

**White**

- English, Welsh, Scottish, Northern Irish, British                       Irish                       Gypsy or Irish traveller  
 Any other White background – please specify .....

**Mixed / multiple ethnic group**

- White & Black Caribbean                       White & Black African                       White & Asian  
 Any other mixed background – please specify .....

**Asian / Asian British**

- Indian                       Pakistani                       Bangladeshi                       Chinese  
 Any other Asian background – please specify .....

**Black / African / Caribbean / Black British**

- Caribbean                       African  
 Any other Black, Caribbean, African background – please specify .....

**Other ethnic group**

- Arab  
 Any other ethnic group – please specify .....

• **Disability**

- Do you have a physical impairment?                       Yes                       No  
Do you have a mental impairment?                       Yes                       No

**Data Protection Act**

I agree that the information given on this form may be processed by the Hospice in accordance with the Data Protection Act, in particular, for the purposes of the equal opportunities monitoring. I agree to the storage of this information on manual and computerised files.

Signature ..... Date .....

(please tick appropriate box)

Thank you for completing this form



<b>TITLE OF POST:</b>	Education Secretary
<b>BASE:</b>	Bicton & Apley Sites
<b>BAND:</b>	Band 3
<b>RESPONSIBLE TO:</b>	Clinical Secretarial Team Leader
<b>ACCOUNTABLE TO:</b>	Medical Director

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### **Overall Purpose of the Job**

To provide a confidential, efficient and effective administrative support service to the Education Department based at the Shrewsbury site of Severn Hospice. There is also an expectation to work at least one day per week at our site in Telford. To work under the line management of the Clinical Secretarial Team Leader.

### **Principle Responsibilities**

#### **1. Secretarial and Administrative**

- 1.1 Co-ordination of in-house courses. To include booking the room, book places, confirming numbers and issuing attendance certificates and evaluation forms.
- 1.2 Co-ordinate mandatory training for staff. To include: booking the room, booking the outside speakers, booking the in-house speakers, book staff onto the day, liaison with line managers and keeping a database record of attendance at the sessions.
- 1.3 To be the point of contact with Shropshire Partners in Care (SPIC).
- 1.4 To be point of contact with the City and Guilds.
- 1.5 To provide the administrative support for the European Certificate in Palliative Care
- 1.6 Take minutes at the Education Departmental meetings. To also co-ordinate and schedule these meetings.
- 1.7 Keep an accurate record of teaching delivered and posters completed for the annual Clinical Report.
- 1.8 Provide admin support and coordinate student nurse and medical student placements
- 1.9 Supervise the work of the education department volunteer.
- 1.10 Provide admin support for the National Ethics course.

- 1.11 Be the point of contact for local Universities.
- 1.12 To monitor education information on the Hospice's website and liaise with the Communications Teams to update as required. To assist in the publicity of all educational events.
- 1.13 To prepare and ensure the latest prospectus is available on the Hospice's website and intranet.
- 1.14 To be the initial point of contact for the Compassionate Communities (CoCo) Project. To co-ordinate meetings and training sessions. To troubleshoot and signpost queries to the Educator in Palliative Care.
- 1.15 To hold the diary for the Educator in Palliative Care and to be aware of their whereabouts.
- 1.16 To be responsible for preparation of documentation including presentations for all educational activities.
- 1.17 To be responsible for booking out of equipment that Hospice staff may need to use for educational purposes.
- 1.18 To organise and take bookings for the Corporate Induction days.

## **2. Professional Responsibilities**

- 2.1 Attend all mandatory training required of the post holder.
- 2.2 To be familiar with and adhere to all relevant policies and procedures and report and relating matters to the Clinical Secretarial Team Leader.
- 2.3 To participate in regular appraisals.
- 2.4 To respect the confidentiality of information pertaining to patients and staff at all times in line with GDPR and Information Governance regulations.
- 2.5 To ensure the efficient and effective use of all resources.
- 2.6 To develop and maintain good working relationships the immediate team and wider Hospice colleagues, patients and community colleagues.
- 2.7 In accordance with the Hospice's Health and Safety policy all employed persons while at work are required by Section 7 of the H&S at Work Act to take reasonable care of their own health and safety and that of others who may be affected by their acts or omissions.

This job description is intended as a guide to the range of duties covered and should not be regarded as inflexible. There is a mutual obligation to modify the description when changes in the work situation occur. In particular any duties that will enhance the professional development of the post holder will be encouraged.

**BR/CH April 2019**

## Person Specification: Education Secretary

	<b>Essential</b>	<b>Desirable</b>
<p><b>Qualifications / Training</b></p> <p>Level of education necessary</p> <p>Professional and post basic qualifications</p> <p>Specialised training required for post</p>	<p>Maths and English GCSEs or equivalent</p> <p>Secretarial qualification RSA/OCR levels 2 &amp; 3 or equivalent</p> <p>Knowledge and proficiency in using the computer package Microsoft Office/Windows</p> <p>Experience in minuting meetings</p> <p>Ability to produce reports as required using Excel</p>	<p>ECDL, NVQ in Business Administration</p> <p>Attendance on any course run by Pitmans</p>
<p><b>Experience</b></p> <p>Length, type and level of post related work experience required (additional or alternative to qualifications above)</p>	<p>Work experience in a similar role</p>	<p>Experience of working in a palliative / end of life care environment</p>
<p><b>Skills &amp; Knowledge</b></p> <p>Range and level of skills</p> <p>Depth and extent of knowledge required</p>	<ul style="list-style-type: none"> <li>• Confident and ability to work autonomously</li> <li>• Excellent interpersonal and communication skills</li> <li>• Ability to write professional correspondence</li> </ul> <ul style="list-style-type: none"> <li>• Computer literacy, excellent word processing, communication and interpersonal skills</li> <li>• Excellent presentation of document skills and attention to detail</li> <li>• Statistical analysis and presentation experience</li> <li>• Minuting meetings</li> <li>• Excellent literacy skills</li> </ul> <p>A full understanding of all the Hospice's Services</p>	<p>A full understanding of the Hospice's philosophy and mission statement</p>
<p><b>Aptitudes &amp; Attributes Required</b></p>	<ul style="list-style-type: none"> <li>• Excellent organisational and listening skills</li> <li>• To demonstrate initiative and work well as part of a team</li> <li>• Time management and prioritisation skills and able to meet deadlines</li> <li>• To be able to support staff at all levels</li> <li>• To be able to act as an ambassador for the Hospice</li> <li>• To be aware of and of work within the multi-disciplinary team</li> <li>• To work confidentially and comply with IG &amp; GDPR regulations</li> </ul>	<p>To have a flexible approach to work</p> <p>Good sense of humour</p> <p>Can demonstrate empathy</p>
<p><b>Other Requirements</b></p>	<ul style="list-style-type: none"> <li>• Willingness to undergo further training as required</li> <li>• Prepared to be flexible</li> </ul>	<p>To own transport and be prepared to work on both main Hospice sites.</p>

