**Cygnet Hospital Kenny House**

**Job Description**

**Job Title: Administration Manager**

**Report to: Hospital Manager**

**Responsible to: Hospital Manager**

**Job Summary:**

To provide managerial and administrative support to the hospital by managing the day to day functions of the administrative services and to provide leadership to the members of the administrative department, managing all aspects of their personnel procedures.

**Key Responsibilities:**

* Maintain and manage the Hospital Manager’s diary, including arranging meetings and room bookings on site.
* Be responsible for aspects of the administration budget.
* Ensure all personnel/recruitment filing and database systems are accurately maintained and audited.
* Line manage the administration staff and be responsible for all personnel aspects relating to the department.
* Ensure there is adequate staff available to complete the tasks required to agreed standards.
* Maintain records of staff absence in accordance with Cygnet Procedures for monitoring and managing absence.
* Ensure adequate reception cover.
* In consultation with the Hospital Manager, comply with the Cygnet Policy and Procedures, for the recruitment and retention of administration staff.
* Ensure effective Induction of new staff in accordance with the Cygnet Procedures
* Monitor staff performance in accordance with the Cygnet Procedures for Annual Performance Review.
* Attend monthly Heads of Department meetings
* Ensure regular supervision is available to the administration team
* Ensure attendance at mandatory training, and other training as indicated in line with Cygnet policy and procedures.
* Ensure all staff follow the instructions for safe working in the department, and comply with all Cygnet policy and procedures which apply.
* Facilitate effective working relationships with staff, and between departments.
* Manage the department as a whole, the management to include environmental issues as well as personnel issues and the day to day running of the department.
* Ensure there is adequate cover for periods of leave of the members of the administration department.
* Comply with all relevant Cygnet strategy, policy, procedure, and local protocol;
* Develop/implement/review local protocols in keeping with Cygnet Administrative standards.
* Provide all appropriate reasonable support to Hospital Management Team
* Assist in business development / marketing activities.
* Use information technology and software packages correctly to produce written documentation, and to store data, ensuring the requirements of the Cygnet Policy and Procedures for data protection are met.

**Training and Professional Development:**

* Ensure attendance at all mandatory training sessions.
* Co-operate fully with the Organisation’s procedures for Performance Appraisal including the identification of your training and development needs, and demonstrate a commitment to meet these.
* Undertake additional duties that contribute to patient care and the effective working of the unit, upon reasonable request of a senior member of staff.

**Health and Safety:**

* Report all incidents.
* Be familiar with the arrangements for Fire Evacuation and keep up to date with Fire Prevention and safety training.
* Inform the appropriate person of any malfunction of equipment.
* Ensure that company policies and procedures relating to Health and Safety are adhered to.

Note:

This job description will be reviewed by the post-holder and the General Manager and will form part of the process of Annual Performance Appraisal.

This document is a guide to the duties of the post holder and not an inflexible exhaustive specification. It is subject to review and may be altered by mutual agreement in light of future developments.

I understand and accept that this list is not exhaustive and I may be required to complete additional duties upon request.

Signed: ………………………………………….

Date: …………………………………………….