



**St George's School of Health and Medical Sciences**

**City St George's, University of London**

**Education Operations**

**Clinical Teaching Administrator (Early Years GP)**

**Ref: 723-24-R**

**JOB DESCRIPTION**

<b>Post Title</b>	Clinical Teaching Administrator (Early Years GP)
<b>Grade</b>	4
<b>Contract type</b>	Permanent
<b>Responsible to</b>	Primary Care Education Manager
<b>Accountable to</b>	Head of MBBS Quality and Development
<b>Responsible for</b>	N/A
<b>Liases with</b>	Other GP Teaching Administrators, Year Coordinators, Student Support Manager, Registry & academic colleagues, NHS administrators & clinicians

**Overall purpose of job**

The key purpose of the role is to maintain and improve administrative activities relating to specific general practice teaching and clinical placements throughout the lifecycle of a student during the academic year, including responsibility for the recording of performance data, liaising with NHS colleagues, monitoring student progression and engagement, and assisting with all administrative aspects of the Early Years General Practice attachments.

**Main Duties and Responsibilities**

- Deal with the administration of general practice teaching and clinical placements, regularly reviewing processes and providing advice to the relevant Year Coordinator and/or academic GP Tutors and Leads on administrative arrangements.



- Undertake the allocation of students to placements for designated areas by any means and tools available at the university, including liaising with NHS colleagues about any special arrangements required in individual cases. Ensure timely and comprehensive communication with students about their placement arrangements for particular sites.
- Work with GP tutors, academic leads and the Year Coordinators, producing placement specifications and student handbooks and material for the Virtual Learning Environment accurately in good time before the start of that particular section of the programme.
- Deal with, and where appropriate, resolve queries relating to general practice teaching and clinical placements of varying complexity from students, academic staff, and other teams within the University as well as external partners. Use own judgement and only refer matters to the Year Coordinator(s) and/or Clinical Medicine Manager when necessary.
- Work with the Early Years Coordinator and other Administrative Assistants with respect to the assessment of students' clinical practice, including inputting marks/data into the student record system (SITS). Ensure that students receive feedback as appropriate for their clinical practice within the timescales set by the University.
- Follow the programme procedures for keeping records regarding students' claims regarding mitigating circumstances and requests for deferrals and suspensions of study or extensions to the due date of assessment submissions. Liaise with other colleagues and teams as required, for example the Practice Manager or GP lead tutor for a particular clinical placement, the Student Support Manager, the Student Centre, or the Registry.
- Monitor students' progress through their general practice teaching and clinical placements and ensure that the administration complies with relevant MBBS and University policies and procedures. Responsible for referring information to other colleagues as appropriate to ensure that advice is given swiftly to students and clinicians, and also that student records are maintained accurately and efficiently, complying with quality assurance and data protection requirements.
- Processing student feedback on their attachments, in liaison with the GP Academic Lead and disseminating this to GP Spoke and Hub tutors This task includes flagging elements of poor and excellent practice for educational intervention or recognition for the GP Academic Lead

It is expected that staff working with St George's School of Health and Medical Sciences, will be involved in our mentoring and tutoring activities, as appropriate, as well as supporting admissions, student recruitment and access and widening participation activities (MMI interviews, Open Days, school visits, clearing etc) where applicable. All academic staff are expected to act as a personal tutor.

You are also expected to undertake other activities appropriate to your grade as directed by your manager. This job description reflects the present requirements of the post. As duties and responsibilities change, the job description will be reviewed and amended in consultation with the post holder from time to time. City St George's, University of London aims to provide opportunities for all its employees to develop the skills required to be successful in their role and to further develop their careers.

St George's School of Health & Medical Sciences, University of London, is committed to the San Francisco Declaration on Research Assessment (DORA) principles.

### Nature and Scope of Job



- This role will have specific responsibility for general practice teaching and clinical placements in the Early Years of the programme.
- Process GP invoices and keeping financial records for all payments related to early years teaching.
- Process students' travel and accommodation claims in line with the current travel claims procedure, as directed by the Clinical Placements Manager, ensuring the allocated quotas are processed in the timely manner and students are kept informed of progress.
- Coordinate the organisation of training events and annual meetings for GP tutors.
- Provide secretariat for the GP teaching team meeting.

### Special Factors

Alongside the principal accountabilities the post holder is expected to:

- Adhere to GDPR principles in all tasks involving students' and staff's personal data processing and undertake regular information governance training as mandated by the University.
- Assist with MBBS Team, School and University events, as and when required, e.g. student ID checks, Smartcard induction, MMIs, and others, as and when the need arises.
- Have a flexible approach to work to provide cover for other administrative staff, as required, across the MBBS programme to ensure continuity of service.
- As a member of a multi-functional team, adhere to agreed operating principles, respond quickly and proactively to demand, and identify changes needed to improve the service.
- Take direction from senior academic staff in the programme as appropriate and in accordance with locally agreed priorities.



### Person Specification

Criteria	Description	Essential/ Desirable	How it is to be tested
<b>Qualifications</b>	Educated to A level standard or equivalent	E	AF
	RSA level 2 or equivalent technical qualification e.g. ECDL	D	AF
<b>Experience</b>	Experience of data input and accurate record-keeping	E	<b>SS1</b> , INT
	Substantial work experience as an administrator in a busy environment	E	<b>SS2</b> , INT
	Experience of working in a university or NHS environment	D	INT
<b>Knowledge/ Skills</b>	Excellent communication and interpersonal skills with the ability to give and receive information effectively using a variety of methods and to communicate with a wide range of university staff, students and NHS partners	E	<b>SS3</b> , INT
	Excellent use of Microsoft Office tools, specifically Excel and Word.	E	ST
	Experience of and ability to work to tight deadlines and use judgement and initiative to prioritise workload	E	<b>SS4</b> , ST, INT
	Experience of dealing with confidential data records and the principles of GDPR	E	AF
<b>Personal Attributes</b>	Ability to work as both as a member of a team whilst also demonstrating independent working and initiative	E	<b>SS5</b> INT
	A willingness to be flexible towards duties and adaptable to change	E	INT
	Empathetic to customer needs and the ability to use tact and discretion where necessary	E	INT
	Excellent accuracy and attention to detail	E	AF, INT



	Committed to embedding practices which embrace diversity and promote equality of opportunity	E	INT
	Committed to Continuing Professional Development (CPD)	E	INT

**Key:**

PQ=Prerequisite Qualification, AF=Application Form, CV=Curriculum Vitae,  
SS=Selection/Supporting Statements, ST=Selection Test/Presentation, INT=Interview

*Note: Elements marked SS (Supporting Statements) in the Person Specification will be highlighted in Step 6 (Supporting Statements) on the online application form. Applicants' answers to Step 6 are an essential part of the selection process. Applicants should write individual supporting statements to demonstrate how their qualifications, experience, skills and training fit each of the elements highlighted in this section.*

Applicants should address other elements of the Person Specification in Step 7 (Additional Information). Shortlisting will be based on applicants' responses to Step 6 **and** Step 7. Therefore applicants should complete both sections as fully as possible on the online application form.

**Updated September 2024**



## About us

St George's School of Health and Medical Sciences is dedicated to medical, biomedical and allied health education, training and research. Sharing a clinical environment with a major London teaching hospital in southwest London, our innovative approach to education results in well-rounded and highly skilled clinicians, scientists, and health and social care professionals.

St George's has a long and illustrious history of training healthcare professionals, dating back more than 270 years. We are well known for our innovative approach to medical education, being the first UK institution to launch a Graduate Entry Medicine Programme, a four-year fast-track medical degree course open to graduates in any discipline. Now part of City St George's, University of London, St George's was the number one university in the UK for Graduate Prospects (on track), according to the Complete University Guide 2024 and second for Graduate Prospects in the 2024 Times UK University Rankings.

Our internationally recognised research delivers cutting-edge scientific discovery through four specialist Research Institutes, directly helping patients through our close links to the clinical frontline and London's diverse community. St George's was ranked joint 8th in the UK by the Times Higher Education in their Research Excellence Framework (REF) 2021 Impact Scores. 36% of St George's research was assessed as 'world-leading' and 100% of our impact cases were judged to be either 'world-leading' or 'internationally excellent.' Our Institutes focus on biomedical and scientific discovery, advancing the prevention and treatment of disease in the fields of population health, neuroscience, heart disease and infection - four of the greatest challenges to global health in the 21st century. Our values keep St George's striving to deliver its mission and demonstrate how we aspire to CARE for ourselves and others:

- Collaboration - We work as a community and engage external partners to deliver our mission.
- Ambition - We strive to achieve the best for ourselves and others, responding dynamically to new challenges.
- Respect - We are open-minded, listening to others and valuing different perspectives.
- Equity - We are inclusive, tackling inequity in all its forms.
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The diversity of the people within our community at St George's is one of our strengths. We benefit hugely from the range of perspectives that come from the different backgrounds, opinions and beliefs of our staff and students and, in recognising that, we want to put our approach to diversity and inclusion firmly at our core.

More information about St George's School of Health and Medical Sciences can be found at [www.sgul.ac.uk](http://www.sgul.ac.uk).

City, University of London and St George's, University of London completed a merger on 1 August 2024, creating a powerful multi-faculty, multi-site, institution. The combined university will become one of the largest suppliers of the health workforce in the capital, as well as one of the largest higher education destinations for London students. If you have any questions, you can email [hrhelp@sgul.ac.uk](mailto:hrhelp@sgul.ac.uk) with enquiries.



St George's School of Health and Medical Sciences currently offers a range of employee benefits:

**Salary:** **£28,759** pa, (pro-rated for part-time staff). The salary range for **Grade 4** is **£28,759 – £32,332** and appointment is usually made at the minimum point.

**Hours:** 35 hours per week which can be done flexibly in various ways or part time/job share can also be considered. Staff are expected to work the hours necessary to meet the requirements of the role and this will be dependent on the service area.

**Annual leave:** 30 days per annum. Plus eight UK public holidays and four days when City St George's, University of London is closed (usually between Christmas and New Year). Part time staff receive a pro rata entitlement.

**Pension:** Membership of competitive pension schemes with generous employer contribution and a range of extra benefits.

[Superannuation Arrangements of the University of London \(SAUL\)](#)

[London Pension Fund Authority \(LPFA\)](#)

[Universities Superannuation Scheme \(USS\)](#)

[National Health Services Pension Scheme \(NHSPS\) \(existing members only\)](#)

**Flexible working** Flexible working, including part-time or reduced hours of work, opportunities to work from home for many posts, compressed hours and local flexibility in agreeing start and finish times of work.

**Travel** City St George's, University of London offers an interest free season ticket loan and participates in the [Cycle to Work Scheme](#).

**Gift Aid** If you would like to make a tax-free donation to a charity of your choice, this can be arranged through our Payroll.

**Sports and Leisure Facilities** Rob Lowe Sports Centre, situated on the St George's Healthcare NHS Trust site offers exercise facilities that can be utilised by City St George's, University of London staff.

Within walking distance from St George's is Tooting Leisure Centre. Facilities include a swimming pool, gym and various exercise classes. The Centre offers staff an all-inclusive corporate membership. For more information please contact [Tooting Leisure Centre](#).



**Shops and facilities** There are a number of shops and facilities situated on site including ATMs, student bar and shop, Pret a Manger, M&S Simply Food store, library and multi-faith room.

### **Informal enquiries**

Informal enquiries may be made via email to: [slupton@sgul.ac.uk](mailto:slupton@sgul.ac.uk)

### **Making an application**

All applicants are encouraged to apply on line at <http://jobs.sgul.ac.uk> as our system is user friendly and the online application form is simple to complete. Please note that CVs only will not be accepted.

For any accessibility issues please contact [hrhelp@sgul.ac.uk](mailto:hrhelp@sgul.ac.uk)

Closing date: **18 October 2024**

**Interview date TBC.** As shortlisted candidates will be notified by email, it is imperative that you provide an email address that is accessed frequently.

**Please quote reference: 723-24-R**

We are delighted that you are interested in working at St George's School of Health and Medical Sciences. You will be notified of the outcome of your application by email. We aim to respond to all candidates within 5 weeks of the closing date of the vacancy.

