

## **Job Vacancy (Administrator)**

**Employer:** Purple House Clinic (Psychological Health Services)

**Base:** Edinburgh, near Haymarket

**Salary:** £17,495 pro-rata (FTE £25,233 per annum)

**Hours:** 26 hours p/w.

**Working Pattern:** Monday, Thursday and Friday 2 - 8.30pm, Tuesday and Wednesday 2 - 6pm.

**Closing Date for applications:** Monday 27th October 2025 at 6pm.

*This is an office-based role. The post is not available as a term-time only role.*

This is an exciting opportunity to work in a growing psychological healthcare practice within the private sector. The Purple House Clinic provides psychological assessments and therapy to adults as well as children, adolescents and families. Our work is driven by our core mission to make psychological health matter, and for us to deliver the high quality services that psychological health deserves. This post will be based at our Edinburgh Clinic, providing in person administrative support to our established Edinburgh clinic and remote support to our newly opened Falkirk Clinic.

The Purple House Clinic Edinburgh and The Purple House Clinic Falkirk are owned and managed by Sarah Gallacher (Psychologist and Clinical Director). Clinical services are undertaken by a team of Psychologists and other allied health professionals. The successful post holder will be working to implement effective business administration systems within the clinic and will undertake a range of administrative duties including: taking referrals, booking appointments, handling payments and preparing letters and documents. We are looking for applicants who are confident and self-motivated, who enjoy liaising with the general public and who are interested in being part of an environment focussed on improving psychological distress. The successful candidate will have experience in an administrative role, ideally within a health care setting and excellent interpersonal skills. A high aptitude for computing is essential, including experience of word processing and using databases.

The post-holder will become an integral and valued part of Purple House and the post-holder's loyalty and positive contribution to the service will be rewarded with a very supportive working environment and opportunities for professional development. We are looking for someone who views the post as a long-term opportunity which fits with their career aspirations as this is a great opportunity from someone who wants to be part of a growing organisation.

Benefits include: Competitive salary, work-place pension (7%), and a positive and supportive working environment. The working environment is calm, quiet, and professional being situated in an attractive premise in the heart of Edinburgh's West End.

This organisation is committed to the protection and safeguarding of children and adults at risk, and promoting their welfare. The Purple House Clinic, therefore, expects all staff and volunteers to share this commitment.

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To apply, please send a completed application form to Sarah Gallacher (Clinic Director):  
[sarah@purplehouseclinic.co.uk](mailto:sarah@purplehouseclinic.co.uk).

Application forms can be downloaded from <https://www.purplehouseclinic.co.uk/psychology-jobs/>

Informal enquiries are welcomed, contact Sarah with any questions you may have.

## **Job Description (Administrator)**

### **JOB SUMMARY**

To provide a range of administrative support within Purple House.

### **DUTIES AND RESPONSIBILITIES- (including but not limited to)**

1. Receive general enquiries from clients/patients and referrers (e.g. patients, school staff, social workers, solicitors), which may be made via the telephone or e-mail. Gather relevant referral information, exercising empathy and sensitivity, and establish the client's/referrer's needs.
2. Liaise with Clinicians to establish their availability and suitability to take new referrals. Through use of an electronic diary system, book and confirm appointments for clients.
3. Manage existing cases e.g. monitor the requirements/timescales for written reports, and manage funding arrangements.
4. Manage the administration of conferences/training events e.g. taking bookings and making arrangements with venues.
5. Assist in the development of written and electronic marketing materials, or other company documents.
6. Assisting the Service Manager in the administration of invoicing and payments.
7. Undertake other administrative tasks, such as: writing letters/emails, distribution of incoming/outgoing post, filing, photocopying, entering data into databases, formatting and proof reading reports, and ordering stock and supplies.
8. In the absence of a designated Receptionist: to welcome clients into the clinic and to make them drinks, and to open and lock up the building.
9. Ensure that company Policies and Procedures are adhered to regarding own work.
10. Where required, contribute to the induction of new or less experienced staff.
11. Maintain the security of sensitive, personal and other confidential information.

**Person Specification (Administrator)**

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>	Educated to Standard Grade / National 5 level or equivalent.	Educated to higher level equivalent.  Qualification in computer literacy.
<b>Experience</b>	Previous experience in an administration role.	Experience working in a healthcare/medical environment.  Experience handling sensitive/confidential information.  Experience liaising with the general public.
<b>Skills</b>	Computer skills including word processing and using databases.  Excellent interpersonal and communication skills, and confidence in liaising with clients via telephone.  Some understanding of psychological difficulties and how Psychologists can help.  Able to organise and prioritise own workload.	
<b>Abilities/Attributes</b>	A desire to work as part of a team focussed on enhancing the lives of clients suffering with psychological difficulties, motivated by compassion, understanding and empathy.  Empathic / Good listener.  The ability to manage exposure to upsetting/distressing information.	

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	<p>The ability to exercise sensitivity/discretion and to maintain absolute client confidentiality.</p> <p>Ability to function effectively as part of a team.</p> <p>The ability to exercise initiative.</p> <p>Ability and willingness to engage in independent and lone working.</p>	
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