



Southern Health
NHS Foundation Trust

Leigh House Hospital

BEHIND THE SCENES

Administration

At Leigh House the Administration team consists of the Office Manager, Medical Secretaries, an Office Administrator and two Receptionists.

Often the first people you will meet on arrival at Leigh House will be a member of the reception team. Once you have been greeted and asked to 'sign in', you will be offered refreshments, which is very welcome especially if you have had to travel any distance!

The Medical Secretaries provide support to the Consultants and the other Clinicians at Leigh House. Just one part of their role is to arrange family meetings and CPA meetings and send out the reports following the CPA meetings and at discharge.

The Office Administrator is responsible for the secondary care medical records, our Library (for staff) and providing support to the rest of the Administration Team.

The Office Manager is responsible for the Administration Team, processes referrals to Leigh House and will often make contact in the first instance with families to arrange assessment appointments and admissions, amongst other things.

Ward Administrator

The Ward Administrator is a key member of the Nursing Team, providing support and ensuring the smooth running of the Nursing office. Parents and young people have more personal contact with the Ward Administrator than the Administration Team above.

Facilities Officer

The Facilities Officer is responsible for organising and overseeing the maintenance of the buildings and grounds at Leigh House. The Facilities Officer also organises the reimbursement of travel claims for families.

Housekeeping & Catering

Leigh House could not continue without the support of this team! They ensure that the hospital is a clean and safe environment for all. We have excellent chefs on site who cater for all needs.