

Kindness · Courage · Respect

PERSON SPECIFICATION

Administrator

REQUIREMENTS	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
Education and qualifications	• Good level of General Education • NVQ 2 in Administration or willingness to work towards NVQ Level 2 • Good IT Skills and programmes such as Excel, Word		Application / Interview/ Assessment
Occupational experience and abilities	• Evidence of good performance in current role • 12 months experience in an admin role • Effective Team Player • Ability to organise self, working to deadlines and ensuring quality standards • High standard of accuracy • Able to work as part of a team • Display tact and diplomacy and an ability to understand people's problems sympathetically	• Working within a change environment • Ability to deal with irate and difficult people accessing the service • Knowledge and use of SystmOne • Knowledge of Community and Therapy services • Knowledge of Trust / Corporate Health Records Services policies • Proven ability of working on own initiative • Experience of working in a patient facing environment	Application / Interview/ Assessment
Personal Qualities	• Must be able to demonstrate a clear understanding of core trust values and be able to articulate in practice • Confidence and ability to establish effective	• Evidence of ongoing personal development	Application / Interview/ Assessment

	working relationships • Ability to work as part of a team • Calm under pressure • Flexible approach to work and working times • Adaptable to work allocated and willing to cover in absences • Strong attention to detail and accuracy • Self motivated • Ability to communicate effectively at all levels		
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