

### Person Specification

<b>Job Title</b>	Ward Administrator Supervisor		
<b>AfC Band</b>	Band 4	<b>Job Code</b>	409-6191580

**Method of Assessment: 'A' Application Form 'C' Certificate 'I' Interview 'R' Reference 'T' Test/Presentation**

Person Specification		Essential	Desirable	Assessment
<b>Qualifications</b>				
1	Educated to GCSE standard or above	X		A/I
<b>Knowledge &amp; Experience</b>				
1	Excellent I.T /Word Processing skills with knowledge and experience of Microsoft Office products	X		A/I
2	Significant experience working as a Ward Administrator in the NHS or equivalent experience	X		A/I
3	Experience of using electronic appointment systems		X	A/I
4	Experience of generating and maintain rotas		X	A/I
<b>Skills</b>				
1	Ability to work with limited supervision	X		A/I
2	Able to use own initiative and respond to new challenges	X		A/I
3	Manage and prioritise own workload	X		A/I
4	Excellent communication skills	X		A/I
5	Ability to manage difficult/sensitive situations	X		A/I
6	Ability to accurately maintain computerised and manual filing/documentation system	X		A/I
7	Ability to work as part of a team	X		A/I
8	Experience of supervising a team		X	A/I
9	Time management skills		X	A/I
10	Excellent interpersonal skills		X	A/I
11	Able to adopt flexible approach when required	X		A/I
12	Understanding of confidential nature of the role and awareness of the data protection act	X		A/I
<b>Other</b>				
1	Comply with Trust policies and procedures at all times	X		A/I