

Person Specification

Job Title:	Antenatal Pathway Co-Ordinator & Administrator
Grade:	Band 2
Reports To:	Antenatal Outpatients Department Manager

Criteria	Essential or		Assessment Method			
	Desirable Criteria		A	I	T	R
Education and Qualifications						
<input type="checkbox"/> GCSE grade C in English and Maths or equivalent	E		X			
<input type="checkbox"/> NVQ Level 2 in associated topics	E		X			
Experience						
<input type="checkbox"/> Experience of using Microsoft Office Applications	E		X	X		X
<input type="checkbox"/> Experience of undertaking administrative tasks	E		X	X		
<input type="checkbox"/> Previous experience of working in a customer facing role	E		X	X		
<input type="checkbox"/> Previous experience of working in the NHS		D	X	X		
Knowledge						
<input type="checkbox"/> The ability to communicate basic or sensitive information to colleagues, patients and relatives	E		X	X		X
<input type="checkbox"/> The ability to pay close attention to detail in written and electronic communication and information storage	E		X	X		
<input type="checkbox"/> The ability to work as part of a multi-disciplinary team to ensure high quality administrative support	E		X	X		
<input type="checkbox"/> Demonstrates personal duty of care in relation to the safe use of equipment and other resources	E		X	X		
<input type="checkbox"/> Able to organise, prioritise own workload	E		X	X		
<input type="checkbox"/> Evidence ability to uphold the Trusts values and associated behaviour standard at all times		D	X	X		X
Key Skills						
<input type="checkbox"/> Effective interpersonal skills and ability to develop and maintain good working relations with staff at all levels	E		X	X		X
<input type="checkbox"/> Ability to communicate with the general public	E		X	X		
<input type="checkbox"/> Able to demonstrate empathy	E		X	X		
<input type="checkbox"/> Computer literate	E		X	X		
Other						
<input type="checkbox"/> Recognition of factors in maintaining own and others health, safety and security	E		X	X		
<input type="checkbox"/> Flexible and pro-active approach to work	E		X	X		
<input type="checkbox"/> Ability to work within national guidelines	E		X	X		

Assessment Criteria: A = Application, I = Interview, T = Test, R = References



We
put patients first



We are
caring and compassionate



We
work positively together



We are
actively respectful



We seek to
improve and develop

