

Person Specification:

Attributes	Essential	Desirable	Method of Assessment
Education/Qualifications	General education to GCSE standard Evidence of further development.	A Levels or equivalent knowledge	Certificates
Experience	Previous NHS experience Previous admin experience in an outpatient area Experience of working as part of a team Experience of working with Trust's policies and procedures,	Experience using HIVE	Application Form Interview References
Skills	Good oral and written communication skills Ability to prioritise Good organisational skills People person. Advanced keyboard skills		Application Form References Interview
Knowledge	Knowledge of a range of administrative duties Confidentiality Knowledge of a range of software packages i.e Excel, HIVE and Outlook	RTT targets	Application Form References Interview
Aptitudes	Conscientious and hard-working Team player Tactful and diplomatic Willingness to undertake training Flexible The ability to remain calm and professional under pressure Caring/professional manner		Application Form References Interview