

# Person Specification

Job Title: Safeguarding Team Administrator Band 4  
Department: Integrated Safeguarding team



**North Bristol**  
NHS Trust

Criteria	Where Found (Application Form, Interview References)	Essential	Desirable
<b>Education/Training/Qualifications</b>			
<b>GCSE Maths and English at Grade C or above (or equivalent)</b>	Application	x	
<b>IT literate using a range of Microsoft office software in particular Microsoft Power Point, Excel, Outlook and Word to at least an intermediate level</b>	Application and References	x	
<b>Able to touch type accurately using a PC keyboard or laptop</b>	Application and References	x	
<b>Work Experience</b>			
Experience of providing administrative support within a busy and varied office environment	Application, Interview and References	x	
Experience of the NHS or other public sector provider	Application and References		x
Experience managing diaries, planning and preparing meetings	Application and Interview	x	
Experience of reviewing, adapting and designing administrative processes	Application and Interview		x
Experience of using data to populate reports	Application and Interview	x	
Experience of editing reports and formatting documents	Application and Interview	x	
Experience using Microsoft PowerPoint and Excel editing content to at least intermediate level	Application and Interview	x	
Previous experience working with sensitive patient	Application and Interview		x

information and restricted access NHS information			
<b>Knowledge/Skills/Abilities</b>			
Excellent written and verbal communication skills	Application and Interview	x	
Able to quickly learn systems and procedures specific to the organisation and team	Application and Interview	x	
Able to set up and maintain effective administrative office systems	Application and Interview	x	
Able to work without supervision knowing when to escalate items to managers	Application and Interview	x	
Able to receive and convey complex information accurately	Application and Interview	x	
Clear attention to detail, particularly when inputting patient information onto systems	Application and Interview	x	
Interest in adult and child safeguarding in NHS settings	Interview		x
Understands the importance of administrative governance processes within an NHS setting	Interview	x	
Confident taking minutes in large meetings and doing this virtually via MS Teams	Application and Interview	x	
Understands confidentiality and managing person identifiable information	Application and Interview	x	
<b>Personal Qualities/Special Circumstances</b>	Application and Interview		
To work independently and use initiative in completing tasks		x	

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Be able to manage potentially distressing and highly sensitive information both written and verbal	Application and Interview	x	
Have a passion for quality improvement and dedication to continuous improvement	Application and Interview		x
To be calm and professional over the telephone and face-to-face	Application and Interview	x	
To be able to tolerate a role where daily tasks can often change and to be able to reprioritise accordingly	Application and Interview	x	
Willingness to learn new IT processes and systems that will support the functioning of the safeguarding team	Application and Interview	x	