

## PERSON SPECIFICATION

<b>JOB TITLE:</b>	CAMHS Team Administrator (SCAS)
<b>BAND:</b>	4
<b>DEPARTMENT:</b>	Child and Adolescent Mental Health Services
<b>DIRECTORATE:</b>	Specialist Services Directorate
<b>REPORTING TO:</b>	Admin Team Lead
<b>ACCOUNTABLE TO:</b>	General Manager

ATTRIBUTES	ESSENTIAL CRITERIA	DESIRABLE	SELECTION METHOD (S/I/T)
<b>Education/ Qualification/ Training</b>	English & Math's GCSE or equivalent Certificates in using Microsoft applications ECDL or equivalent NVQ Admin	Advanced level MS Office applications	
<b>Experience</b>	Advanced Administration Skills at a senior level  Administration System management Compiling reports through data analysis  Health/Social Care patient information systems  Practical applications of all MS Office products  Reception duties in a Health or Social Care setting  Excellent verbal & written communication skills	Experience in a mental health setting	Interview
<b>Skills</b>	System administration of Health or Social care <ul style="list-style-type: none"> <li>- Electronic Case Management</li> <li>- Database systems</li> </ul> Excellent knowledge of Microsoft applications  Proven ability to manage programs of work & meet deadlines  Effective communication skills across a range of staff  Ability to recognise problems & problem solving skills  Ability to use own initiative  Ability to work as part of a team		Interview
<b>Knowledge</b>	IT/Administration  Understanding of office procedures	Knowledge & understanding of medical terms	Interview



	Confidentiality & Data Protection  Understanding of health and/or social services environments		
<b>Other</b>	Self-motivated & able to work autonomously within time constraints  Ability to work across organisational boundaries		

S: Shortlisting   I: Interview   T: Test