

Person Specification

Post: Administrator – Band 3

Attribute	Essential The qualities without which a post holder could not be appointed	Desirable Extra qualities which can be used to choose between candidates who meet all the essential criteria	How Assessed e.g. application form, interview, test, in-tray exercise etc
Education / Qualifications	<ul style="list-style-type: none"> NVQ 3 or equivalent experience 	<ul style="list-style-type: none"> Typing / Word processing qualification ECDL or equivalent qualification 	<ul style="list-style-type: none"> Application Form Certificate(s) Interview
Experience	<ul style="list-style-type: none"> Working experience of Microsoft software. 	<ul style="list-style-type: none"> Experience of using electronic systems Previous clerical experience Ability to accurately input data Note taking/making notes experience 	<ul style="list-style-type: none"> Application Form Interview
Knowledge	<ul style="list-style-type: none"> Office procedures and systems. Understanding of the importance of maintaining confidentiality 		<ul style="list-style-type: none"> Application Form Interview
Skills and Abilities	<ul style="list-style-type: none"> Ability to communicate effectively with all levels of Trust staff and external agencies Good keyboard skills Ability to prioritise workload effectively Good organisational skills Good written and verbal communication and interpersonal skills Ability to work as a team member and individually Conscientious and able to prioritise work to meet deadlines. 	<ul style="list-style-type: none"> Working with databases and generating reports 	<ul style="list-style-type: none"> Application Form Interview

Work Related Circumstances	<ul style="list-style-type: none"> • Be adaptable and flexible with the ability to learn new skills and adapt to a changing environment and quickly apply new processes • Use of a car or access to a means of mobility to travel across the Trust footprint in line with service needs • Willing to carry out all duties and responsibilities of the post in accordance with the Trust's Equal Opportunities and Equality and Diversity policies • Appointments to regulated and controlled activities require an enhanced DBS disclosure. 	<ul style="list-style-type: none"> • Access to and use of appropriate means of transport across the Trust footprint in line with service needs. • Flexible to occasional work outside of scheduled hours 	<ul style="list-style-type: none"> • Application Form • Interview
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Drawn up by: Christine McDonald

Date: January 2019