

THE NEWCASTLE UPON TYNE HOSPITALS NHS FOUNDATION TRUST
PERSON SPECIFICATION

JOB TITLE: Admin Support
DIRECTORATE: Women's Services
SITE: RVI

BAND: 2
WARD/DEPARTMENT: NNeTS

<u>REQUIREMENT</u>	<u>ESSENTIAL</u> Requirements necessary for safe and effective performance of the job	<u>DESIRABLE</u> Where available, elements that contribute to improved/immediate performance in the job	<u>ASSESSMENT</u>
KNOWLEDGE	Keyboard and data entry skills Excellent telephone manner		
SKILLS	Good organisational skills Excellent communications skills Ability to work unsupervised		
EXPERIENCE		BT or equivalent trained operator experience Knowledge / experience of Microsoft programmes including word, excel & outlook Previous NHS experience	
QUALIFICATIONS	Minimum of 3 GCSE grade C or above of which one must be English Language or equivalent qualification / experience		
PERSONALITY/ DISPOSITION	Caring attitude, able to work effectively under direction as part of a multi-disciplinary team pleasant and helpful manner		
CORE BEHAVIOURS	Alignment to Trust Values and Core Behaviours		
PHYSICAL			

CANDIDATE:

REFERENCE NO:

SIGNED BY:

DATE: