

**PERSON SPECIFICATION**

**Band 3 Administrator Child Development Centre**

<b>Knowledge, Experience and Training required for the Post</b>	<b>Essential at Recruitment</b>	<b>Desirable/Developed within the Role</b>	<b>Measured By</b> <b>A – Application</b> <b>I – Interview</b> <b>P – Presentation</b> <b>T - Test</b>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• GCSE English at Grade 'C' or above or equivalent level of skill</li> <li>• RSA/OCR II Typewriting or RSA/OCR Audio Typewriting Stage II</li> <li>• Computer literate ( use of Microsoft packages)</li> </ul>	<ul style="list-style-type: none"> <li>• ECDL or equivalent IT qualification (use of Microsoft packages, particularly Word and excel )</li> </ul>	<p>A and I</p>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• 12 months administration/secretarial experience</li> <li>• Ability to understand, absorb and comply with detailed procedures</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of booking and coordinating clinic capacity</li> </ul>	<p>A and I</p>
<b>Knowledge and Skills</b>	<ul style="list-style-type: none"> <li>• Working knowledge of word and excel.</li> <li>• Experience using the hospital's Patient Admission System (PAS)</li> <li>• Data entry experience</li> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of medical terminology</li> </ul>	<p>A and I</p>

	<ul style="list-style-type: none"> <li>• Good organisational skills</li> </ul>		
<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>• Proven communication skills</li> <li>• Effective listening skills</li> <li>• Ability to adapt to changing needs of service</li> <li>• Ability to work as part of a team and be supportive to other team members</li> <li>• Proven ability to manage priorities under pressure</li> <li>• Proven ability to use own initiative and work without close supervision</li> <li>• Willingness and enthusiasm to develop own and others knowledge, skills and ability</li> <li>• Demonstrate ability in dealing sympathetically and sensibly with people</li> <li>• Good organisational skills – manage /priorities own workload</li> </ul>		A and I
<b>Other</b>	<ul style="list-style-type: none"> <li>• Access to public/own transport as to meet the needs of the service there may be a need for travel</li> </ul>		A

	across ELHT sites		
--	-------------------	--	--