

# Person Specification

**JOB TITLE: Administrator**

AREAS	ESSENTIAL	DESIRABLE
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Good standard of general education to GCSE level or equivalent, including Maths and English Language.</li> <li>• Good keyboard skills</li> <li>• NVQ Level 2 in administration</li> </ul>	<ul style="list-style-type: none"> <li>• Previous Administration experience</li> <li>• Vocational Level 3 in administration</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience of providing a service to patients or customers</li> <li>• Experience of using electronic systems</li> <li>• Experience of Microsoft Office products</li> </ul>	<ul style="list-style-type: none"> <li>• Understanding of the clinical administration pathway</li> <li>• Knowledge of working within the General Data Protection Regulations 2018</li> </ul>
<b>Skills, Knowledge and Ability</b>	<ul style="list-style-type: none"> <li>• Team working</li> <li>• Good organisational skills</li> <li>• Ability to prioritise own workload</li> <li>• Knowledge of, and adherence to, General Data Protection Regulations 2018</li> <li>• Good keyboard skills</li> <li>• Ability to communicate effectively using a variety of media</li> <li>• Proactive and able to work on own initiative</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of Trust Access Policy</li> <li>• Knowledge of Referral to Treatment rules and guidelines</li> <li>• Knowledge of, and adherence to, General Data Protection Regulations 2018</li> </ul>
<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>• Professionalism</li> <li>• Caring</li> <li>• Honest</li> <li>• Accountable</li> <li>• Responsible Attitude</li> </ul>	

Other Requirements	<ul style="list-style-type: none"> <li>Interested in personal development.</li> <li>Flexible approach to hours and conditions</li> </ul>	Willingness to travel to other trust sites,
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