

Person Specification

JOB TITLE: Senior Administrator

DEPARTMENT:

AREAS	ESSENTIAL	DESIRABLE
Qualifications	<ul style="list-style-type: none"> • Good standard of general education to GCSE level or equivalent, including Maths and English Language. • NVQ level 3 in administration or equivalent qualification • Excellent keyboard skills 	<ul style="list-style-type: none"> •
Experience	<ul style="list-style-type: none"> • Experience of providing a service to patients or customers • Experience of using electronic systems • Experience of Microsoft Office products • Working knowledge within the General Data Protection Regulations 2018 • Team Working 	<ul style="list-style-type: none"> • Previous NHS administration experience • Experience of supervising a team • Understanding of the Clinical administration pathway • Experience of conflict resolution
Skills, Knowledge and Ability	<ul style="list-style-type: none"> • Good Organisational skills • Ability to prioritise own workload • Team working • Knowledge of, and adherence to, General Data Protection Regulations 2018 • Excellent keyboard skills • Knowledge of clinical pathways • Ability to communicate effectively using a variety of media • Proven experience of working to deadlines • Problem solving abilities and use of own initiative. • Proactive and able to work on own initiative 	<ul style="list-style-type: none"> • Knowledge of Lorenzo • Ability to prioritise and allocate the team workload. • Knowledge of Medical Terminology • Knowledge of Referral to Treatment rules and guidelines • Knowledge of Trust Access Policy • Good understanding of the NHS Agenda
Personal Attributes	<ul style="list-style-type: none"> • Professional • Caring • Honest • Accountable • Responsible attitude 	

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