

Person Specification

JOB TITLE: Administrator

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. • Good keyboard skills • NVQ Level 2 in administration 	<ul style="list-style-type: none"> • Previous Administration experience • Vocational Level 3 in administration
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 	<ul style="list-style-type: none"> • Understanding of the clinical administration pathway • Knowledge of working within the General Data Protection Regulations 2018
Skills, Knowledge and Ability	<ul style="list-style-type: none"> • Team working • Good organisational skills • Ability to prioritise own workload • Knowledge of, and adherence to, General Data Protection Regulations 2018 • Good keyboard skills • Ability to communicate effectively using a variety of media • Proactive and able to work on own initiative 	<ul style="list-style-type: none"> • Knowledge of Trust Access Policy • Knowledge of Referral to Treatment rules and guidelines • Knowledge of, and adherence to, General Data Protection Regulations 2018
Personal Attributes	<ul style="list-style-type: none"> • Professionalism • Caring • Honest • Accountable • Responsible Attitude 	

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