

PERSON SPECIFICATION

Women and Children's Centre Support Clerical Assistant

EXPERIENCE, SKILLS AND PERSONAL CIRCUMSTANCES

Education and Qualifications	<ul style="list-style-type: none"> • 4 GCSE's A-C (9-4) Grade including Maths and English
Experience	<ul style="list-style-type: none"> • Proven ability to provide administration support • Evidence of ability to achieve own work targets.
Skills and knowledge	<ul style="list-style-type: none"> • Evidence of ability to deal with routine (although occasionally complex and sensitive) matters with tact. • Evidence of ability to manage own workload effectively. • Evidence of ability to exercise own judgement and occasionally analyse situations in order to identify a way forward. • Evidence of ability to make decisions. • Evidence of standard keyboard skills. • Evidence of standard level use of IT packages such as Microsoft Office suite of products. • Ability to use relevant bespoke health or Trust IT products.
Personal Circumstances	<ul style="list-style-type: none"> • Ability to travel across all Trust sites as required. • Eligible to work in the UK.