

Person Specification

Administration Assistant – Medicine Centre

Criteria for Selection	Essential Requirements	Desirable Requirements	Assessment Method
Qualifications	<ul style="list-style-type: none"> • Minimum of 4 GCSE's or equivalent A* - C (9 – 4) (this must include Maths and English Language or equivalent). • Must meet minimum requirements of training provider for access to apprenticeship programme. • Must not have a qualification in the same vocational area at the same or higher level. 	<ul style="list-style-type: none"> • ECDL/CLAIT or equivalent. • Formal typing / word processing qualification. 	<ul style="list-style-type: none"> • Application form • Certificates
Experience	<ul style="list-style-type: none"> • No formal employed experience essential. 	<ul style="list-style-type: none"> • Previous administrative work experience. • Experience of liaising with the public on the telephone and face to face. • Experience of team working. 	<ul style="list-style-type: none"> • Application form • Interview

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Knowledge	<ul style="list-style-type: none"> Basic working knowledge of Microsoft Word, Excel and Outlook. 	<ul style="list-style-type: none"> Microsoft packages e.g. Access and PowerPoint. Knowledge of administrative working processes and procedures. Knowledge of the Data Protection Act and Confidentiality. 	<ul style="list-style-type: none"> Application form Interview
Skills & Abilities	<ul style="list-style-type: none"> Ability to work with supervision available and a willingness to seek advice when appropriate. Able to carry out routine clerical tasks following instruction. High level of accuracy and attention to detail. An effective team player. Flexible with ability to prioritise and work to deadlines. Ability or willingness to learn how to communicate effectively and sensitively with colleagues, members of the public and others from a variety of backgrounds. Ability to understand the importance of confidentiality and to maintain confidentiality at all times as necessary. 	<ul style="list-style-type: none"> Evidence of effectively working to deadlines. Evidence of ability to complete tasks effectively. Ability to work unsupervised for short periods. 	

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Other	<ul style="list-style-type: none"> • Willingness to undertake and satisfactorily complete a Level 2 Apprenticeship in Business Administration within 13 months. • Willingness to develop new skills and undertake apprenticeship training programme. • Flexible approach. • A professional and smart appearance • Willingness to travel to other Trust sites to meet the requirements of the post. (with travel expenses to cover cost) 		<ul style="list-style-type: none"> • Interview