

THERAPY CARE GROUP PERSON SPECIFICATION

Job Title: Admin Assistant –Therapy Care Group

	Essential	Desirable
<p>1. General educational qualifications What are the general educational requirements for this post?</p>	<ul style="list-style-type: none"> Minimum GCSE English and Maths (Grade C and above) pass or equivalent 	
<p>2. Professional/technical qualifications What professional, technical qualifications are required for the post?</p>	<ul style="list-style-type: none"> Computer Literate ECDL or equivalent CLAIT 	
<p>3. Work experience What work experience is required – in what type of role and how long for?</p>	<ul style="list-style-type: none"> Recent Office Experience Proven Data Entry Skills Efficient and accurate 	<ul style="list-style-type: none"> Experience of reception duties
<p>4. Knowledge What knowledge is required for the post?</p>	<ul style="list-style-type: none"> Knowledge of Windows/Office Package eg. Excel 	<ul style="list-style-type: none"> Understanding of NHS working environment Previous experience of PAS systems, e.g Sema Helix, CDS
<p>5. Skills What skills are required for the post? (e.g. communication, interpersonal, planning and organisation, analysis, judgement, decision making, physical or mental skills)</p>	<ul style="list-style-type: none"> Good oral and written communication skills with people from a wide variety of backgrounds who may have communication difficulties on the telephone. Organisation skills Willingness to learn Team Player Initiative Accuracy Tact and Diplomacy Approachable Good understanding of the principles of confidentiality 	
<p>6. Other requirements not covered Are there any other job requirements not covered above?</p>	<ul style="list-style-type: none"> Flexible working Positive, friendly attitude Willing to travel and work across sites if required 	

Manager

Name:

Signature:

Date: