

Person Specification:

Attributes	Essential	Desirable	Method of Assessment
Education/ Qualifications	5 A-C GCSE's or equivalent experience	NVQ level 2 / RSA 1	Application form
Experience	<p>Minimum of 2 years administrative experience</p> <p>Minimum of 1 years administrative experience within a healthcare setting</p> <p>Knowledge of IT systems</p>		<p>Application form</p> <p>Interview</p>
Skills	<p>Keyboard skills</p> <p>Written communication skills</p> <p>Verbal communication with the ability to engage effectively in dialogue with individuals at all levels</p> <p>Ability to work as part of a team</p> <p>Possess a degree of initiative and basic independent judgment</p>		