

“Creating a great place to be cared for and a great place to work.”

NPAdminSAWLOX264

PERSON SPECIFICATION

Requirements	Essential	Desirable
Education and qualifications	Good Standard of General Education Good Standard of IT skills including emails	Knowledge of Lorenzo
Experience	Self-motivated Ability to prioritise and demonstrate effective time management and organisational skills Good communication skills both verbal and written Confidentiality	Previous NHS experience
Skills, ability and knowledge	Ability to communicate in a professional manner with all patients, relatives, medical staff, other departments and management. Ability to work as part of a team and develop good working relationships	Medical Terminology
Personal Qualities	Able to adopt a flexible approach when required by the needs of the service Evidence of working well, under pressure, using own initiative. Ability to travel as required.	

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