

Person Specification

Post: Team Administrator – Band 3

Attribute	Essential The qualities without which a post holder could not be appointed	Desirable Extra qualities which can be used to choose between candidates who meet all the essential criteria	How Assessed e.g. application form, interview, test, in-tray exercise etc
Education / Qualifications	<ul style="list-style-type: none"> NVQ 3 or equivalent experience A good understanding and working knowledge of English and Maths GCSE in English and Maths or equivalent 	<ul style="list-style-type: none"> Knowledge of Excel Completion of PARIS training 	<ul style="list-style-type: none"> Application Form Certificate(s) Interview
Experience	<ul style="list-style-type: none"> Significant administrative experience in a similar role 	<ul style="list-style-type: none"> NHS experience 	<ul style="list-style-type: none"> Application Form Interview
Knowledge	<ul style="list-style-type: none"> Understanding of administrative processes Understanding of confidentiality and data protection policies and procedures 	<ul style="list-style-type: none"> Knowledge of Mental Health Services 	<ul style="list-style-type: none"> Application Form Interview
Skills and Abilities	<ul style="list-style-type: none"> Ability to utilise a range of IT programmes Ability to work flexibly and to prioritise workload Good verbal and written communication skills Ability to communicate with service users Ability to work as part of a team and individually Ability to competently use and modify a database Good organisational skills Ability to form produce working relationships with multi-disciplinary staff 		<ul style="list-style-type: none"> Application Form Interview

Work Related Circumstances	<ul style="list-style-type: none"> • Use of a car or access to a means of mobility to travel across the Trust footprint in line with service needs • Willing to carry out all duties and responsibilities of the post in accordance with the Trust's Equal Opportunities and Equality and Diversity policies • Appointments to regulated and controlled activities require an enhanced DBS disclosure. 		<ul style="list-style-type: none"> • Application Form • Interview
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Drawn up by: Chris Taylor

Date: August 2019