

## Person Specification

**POST: COMMUNITY NURSING TEAM ADMINISTRATOR, BAND 3, Bridport.**

### Educational Requirements / Qualifications

Essential	Desirable
Working towards NVQ Level 3	

### Skills/Experience/Knowledge base

Essential	Desirable
Clerical skills Attention to detail Excellent communication skills. Desire to work in the primary care setting. Ability to work alone. Excellent interpersonal skills. Demonstrable experience of using word processing , spreadsheet, database and or presentation software to RSA II/III or equivalent standard	Good IT skills. Community/Acute experience. Basic patient care experience

### Personal Qualities / Aptitudes

Essential	Desirable
Good team player Willingness to learn. Ability to prioritise. Enthusiastic and motivated. Flexibility. Good time management	Empathetic

### Car owner / driver

(subject to provisions of the Disability Discrimination Act, 1995)

Essential	Desirable
Yes	

### Additional Requirements

<b>Essential</b>	<b>Desirable</b>
Demonstrable skills in written and spoken English, adequate to enable the post holder to carry out the role effectively	