

Person Specification

Job Title:	Antenatal Pathway Co-Ordinator & Administrator
Grade:	Band 2
Reports To:	Antenatal Outpatients Department Manager

Criteria	Essential or Desirable Criteria	Assessment Method			
		A	I	T	R
Education and Qualifications					
<input type="checkbox"/> GCSE grade C in English and Maths or equivalent	E		X		
<input type="checkbox"/> NVQ Level 2 in associated topics	E		X		
Experience					
<input type="checkbox"/> Experience of using Microsoft Office Applications	E		X	X	X
<input type="checkbox"/> Experience of undertaking administrative tasks	E		X	X	
<input type="checkbox"/> Previous experience of working in a customer facing role	E		X	X	
<input type="checkbox"/> Previous experience of working in the NHS		D	X	X	
Knowledge					
<input type="checkbox"/> The ability to communicate basic or sensitive information to colleagues, patients and relatives	E		X	X	X
<input type="checkbox"/> The ability to pay close attention to detail in written and electronic communication and information storage	E		X	X	
<input type="checkbox"/> The ability to work as part of a multi-disciplinary team to ensure high quality administrative support	E		X	X	
<input type="checkbox"/> Demonstrates personal duty of care in relation to the safe use of equipment and other resources	E		X	X	
<input type="checkbox"/> Able to organise, prioritise own workload	E		X	X	
<input type="checkbox"/> Evidence ability to uphold the Trusts values and associated behaviour standard at all times		D	X	X	X
Key Skills					
<input type="checkbox"/> Effective interpersonal skills and ability to develop and maintain good working relations with staff at all levels	E		X	X	X
<input type="checkbox"/> Ability to communicate with the general public	E		X	X	
<input type="checkbox"/> Able to demonstrate empathy	E		X	X	
<input type="checkbox"/> Computer literate	E		X	X	
Other					
<input type="checkbox"/> Recognition of factors in maintaining own and others health, safety and security	E		X	X	
<input type="checkbox"/> Flexible and pro-active approach to work	E		X	X	
<input type="checkbox"/> Ability to work within national guidelines	E		X	X	

Assessment Criteria: A = Application, I = Interview, T = Test, R = References



We put patients first



We are caring and compassionate



We work positively together



We are actively respectful



We seek to improve and develop

