

**THE NEWCASTLE UPON TYNE HOSPITALS NHS TRUST**  
**PERSON SPECIFICATION**

**JOB TITLE:** Administration Assistant

**GRADE:** Band 2

**SITE:** RVI/CAV

**DEPT:** Immunology Outpatient

**DIRECTORATE:** Internal Medicine

	ESSENTIAL	DESIRABLE	ASSESSMENT
<b>Qualifications/ Knowledge</b>	<ul style="list-style-type: none"> <li>English and Maths at Level 2 or equivalent (GCSE 9 - 4 or D-E or Functional/Key Skills Level 2).</li> </ul>		Application form/interview
<b>Skill</b>	<ul style="list-style-type: none"> <li>IT skills to include office software packages.</li> <li>Keyboard skills and Text Processing ability.</li> <li>Good communication skills both written verbal and telephone skills.</li> </ul>		Application form
<b>Experience</b>		.	Application/interview
<b>Attitude/ Aptitude</b>	<ul style="list-style-type: none"> <li>Ability to be flexible and work as part of a team.</li> <li>Understanding of confidentiality issues.</li> </ul>	<ul style="list-style-type: none"> <li>Ability to manage time effectively and work on own initiative.</li> </ul>	Application/interview