**Person Specification**

**Post:** Administrative Assistant – Theatre Team

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| **ATTRIBUTES**  | **REQUIREMENTS**  | **METHOD OF** **ASSESSMENT**   |
|  | **ESSENTIAL**  | **DESIRABLE**  |
| **Qualifications**  | Good general education including GCSE Maths and English at grade C or above or equivalent.   | Secretarial Certificate or Diploma.  NVQ4 level qualification or relevant experience  | Application form  Interview  Certificates  |
| **Experience**  | Admin experience working at a senior level.  High level working knowledge of Microsoft Office applications.  Electronic diary management.  Worked independently with limited supervision.  | Experience within a large NHS or public sector organisation.   | Application form  Interview  References  |
| **Practical and** **Intellectual** **Skills** **(including any special** **knowledge)**  | Excellent written and oral communication skills.  Able to manage own workload and prioritise work effectively in order to meet deadlines.  Able to communicate effectively at all levels of the organisation.  Able to draft documents with or without instructions.  Good problem-solving skills.  Knowledge of data protection, confidentiality and Information Governance.  Ability to work with minimal supervision.  Flexible and adaptable to meet changing needs of Service. |   | Application form  Interview  Reference  |