

Person Specification

Job Title	Admin Assistant Breast Service
Grade	Two
Division	Maternity
Reports To	Breast Service Administration Manager

Criteria	Essential or Desirable Criteria		Assessment Method			
			A	I	T	R
Education/Knowledge and Qualifications						
Holds GCSE English Language at Grade A – C (or equivalent)	E		✓			
RSA II typing qualification or equivalent or relevant typing experience including audio		D	✓		✓	
NVQ II and II Business & Admin		D	✓			
Experience						
Secretarial/administrative experience	E		✓	✓		
Experience of working with general public and/or professionals	E		✓	✓		
Experience of using Careflow (Patient Admissions System), E.Track, and Somerset databases		D	✓	✓		
Experience of working in the NHS and understanding of medical terminology		D	✓	✓		
MS Office, Word, Excel and Outlook	E		✓	✓	✓	
Skills and Abilities						
Can demonstrate good standards of written and verbal communication	E		✓	✓		
Keyboard / Computer Skills	E			✓		
Audio Typing		D	✓	✓		
Ability to clearly communicate and relate information concisely	E			✓		
Telephone skills	E			✓		
Ability to adhere to policies and procedures	E		✓			
Ability to communicate at all levels	E		✓	✓		
Ability to prioritise workload and work under pressure to ensure deadlines are achieved	E		✓	✓		
Ability to work to deadlines	E		✓	✓		
Strong & Flexible approach to work with good organisational skills	E		✓	✓		
Ability to work with confidential and sensitive information	E		✓	✓		
Able to work independently or as part of a team	E		✓	✓		

Communication						
Ability to communicate with a range of professionals and members of the public verbally and non verbally	E		✓	✓		
Values and Behaviours						
Awareness and respect for colleagues, patients and relatives cultural, religious and emotional needs and beliefs	E			✓		
Able to demonstrate behaviours consistent with the Trusts Values and Behaviours	E			✓		
Be prepared to work across sites as and when required	E		✓	✓		
Professional appearance and behaviour	E			✓		

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