

**PERSON SPECIFICATION**

**JOB TITLE:** Head Office Administrator  
**GRADE:** Band 2  
**DEPARTMENT:** TyneHealth Ltd

	Essential	Desirable	Method of assessment
<b>Qualifications/Training</b>			
1. Educated to GCSE standard or equivalent in Maths and English.	✓		<ul style="list-style-type: none"> <li>• Application Interview</li> </ul>
2. Business and Administration Level 3 Diploma NVQ or equivalent.		✓	
<b>Knowledge and Experience</b>			
3. Significant administrative experience	✓		<ul style="list-style-type: none"> <li>• Application</li> <li>• Interview</li> </ul>
4. Minute taking experience	✓		
5. Experience of prioritising workloads and meeting deadlines.	✓		
6. Good knowledge of Microsoft Office packages including Word/ Excel/ PowerPoint/ Outlook.	✓		
7. Excellent interpersonal and communication skills.	✓		
8. SystemOne and Emis knowledge		✓	

	Essential	Desirable	Method of assessment
<b>Skills/Knowledge</b>			
9. Ability to develop and maintain good working relationships and communications across all disciplines.	✓		<ul style="list-style-type: none"> <li>• Application</li> <li>• Interview</li> </ul>
10. Proven ability to produce well-presented, clear and accurate documents.	✓		
11. Ability to organise and prioritise own workload in line with specified deadlines.	✓		
12. Ability to work independently and as part of a team.	✓		
13. Ability to use own initiative.	✓		
14. Ability to follow processes accurately with attention to detail.	✓		
15. Ability to maintain strict confidentiality at all times.	✓		
16. Ability to demonstrate effective organisational skills.	✓		
<b>Personal Qualities</b>			
18. Friendly, approachable and a professional attitude to work.	✓		<ul style="list-style-type: none"> <li>• Application</li> <li>• Interview</li> </ul>
<b>Job requirements</b>			
19. Ability to take responsibility for own actions and promote good team working.	✓		<ul style="list-style-type: none"> <li>• Application</li> <li>• Interview</li> </ul>
20. Ability to treat others with courtesy and respect at all times.	✓		
21. Flexibility in approach to tasks undertaken.]	✓		
22. Full UK Driving Licence	✓		