

**PERSON SPECIFICATION**

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| **Job Title** | Band 3 Administration Officer | |
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| **Job Reference** |  |  |
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| **AfC Band** | Band 3 |  |

| **Requirement** | **Essential** | **Desirable** |
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| **QUALIFICATIONS** | Educated to A/Higher Grade level. |  |
| **TRAINING** | Experience of Microsoft Office applications including Word, Outlook, Excel and PowerPoint. |  |
|  | Advanced keyboard skills. |  |
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| **EXPERIENCE** | Experienced in an administrative support role with a high level of competence in office administration including the ability to show initiative and time management skills. | Knowledge of NHS and/or experience working in a healthcare environment would be advantageous. |
|  | Experience in a busy working environment. |  |
| **PERSONAL QUALITIES** | Excellent interpersonal and communication skills. |  |
|  | Good written communication skills. |  |
|  | Ability to work both on own and as part of a team. |  |
|  | Ability to show initiative, prioritise work and deliver to timescales. |  |
|  | Flexible approach to working in projects and teams |  |
|  | Demonstrate good accuracy and attention to detail. |  |
|  | Committed to personal development. |  |
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