

**Person Specification: Team Assistant B3 – Health Visiting**

	<b>Essential</b>	<b>Desirable</b>	<b>Measure</b>
<b>Education/ Qualifications</b>	Educated to GCSE level	NVQ level 2 or 3  Word processing or typing qualification  ECDL or equivalent	Application Form, Certificate(s), Interview
<b>Skills/ Knowledge &amp; Understanding</b>	Experience of using the Microsoft Office suite (Outlook, Word, Excel etc.)  Experience presenting data in a usable and clear format  Good telephone manner and interpersonal skills with the ability to communicate at all levels  Accurate data entry skills with good attention to detail  Commitment to teamwork with flexible approach to work  Able to organise/prioritise workload appropriately and meet deadlines  Understanding of confidentiality	Knowledge of the Health Service	Application Form, Interview
<b>Experience</b>	Previous office experience  Previous administrative experience	Previous NHS experience/dealing with health professionals  Previous line management experience	Application Form, Interview

	Essential	Desirable	Measure
<b>Personal Attributes/ Abilities</b>	<p>Attention to detail</p> <p>Interpersonal skills/ excellent communication skills</p> <p>Willing, flexible, motivated, enthusiastic, and reliable</p> <p>Ability to use problem solving skills</p> <p>Able to work on their own and use initiative as required</p>	<p>Tact/diplomacy/ courteousness</p> <p>Ability to work under pressure</p>	<p>Application Form, Interview</p>
<b>Other Job Requirements</b>	<p>Use of a car or access to a means of mobility to travel between different bases as required across the Trust footprint in line with service needs</p> <p>Willing to carry out all duties and responsibilities of the post in accordance with the Trust's Equal Opportunities and Equality and Diversity policies</p> <p>Appointments to regulated and controlled activities require an enhanced DBS disclosure.</p>		