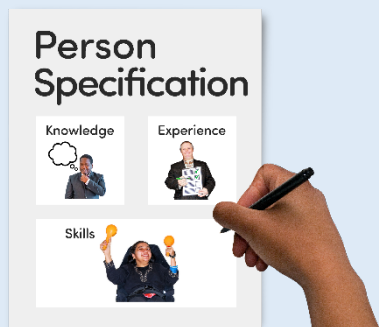


NHS Easy Read Person Specification

A **Person Specification** tells you what you need to do, to do the job.



This **Person Specification** is for the job of Administrator



It tells you the **knowledge, experience** and **skills** you need to have for the administrator post.





Knowledge - What do you know?

Have you worked in an office?



Do you know how to:

- Answer the telephone?



- File papers?

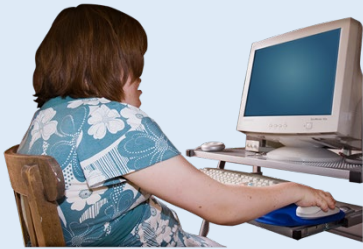


- Send faxes and do photocopying?

- Scan documents?



- Use a computer to send email, write a letter, put information into a computer and find out things on the internet?



- Shred documents?



- Sort out things like meetings?





- Do presentations?



- Work with people?



Experience – What jobs have you done in the past?

You can include things like apprenticeships, unpaid and paid jobs.



- Have you worked in a team with other people?



- Have you given people the right information when they asked for it?

Skills – What can you do?



Are you:



- Good at talking to and listening to other people?



- Good at understanding the needs of others?



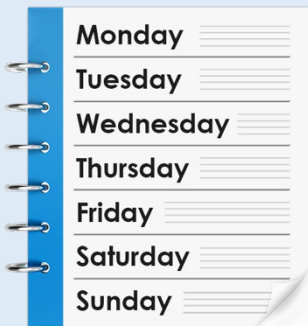
- Good at sorting out day-to-day problems in the office?



- Good at doing things on time?



- Good at timekeeping?



- Are you OK to work different days or hours if needed?