

Person Specification Receptionist/Administrator

The successful applicant will have the following skills and experience;

Essential

Knowledge, Experience and Skills

- Pro choice.
- Working with people
- Ability to communicate effectively
- Ability to identify and quickly defuse challenging situations
- Ability to understand boundaries, and work in a sensitive, confidential and non-judgemental way
- Able to work effectively as a member of a team and contribute effectively with internal/external multi professional teams
- 2 years experience in an administrative capacity involving face- to-face contact with public

Desirable

- Experience of using IT systems to input, store and retrieve client data
- Significant administrative experience in a care environment dealing with anxious clients

Specific requirements

- A satisfactory Disclosure and Barring check
- Commitment to the aims, values of NUPAS
- Able to work to the service rota, to meet the needs of the service, including weekends
- Prepared to comply with uniform policy

Qualifications

Essential

- Secondary standard of education or NVQ Level 2 or equivalent
- Computer literate with reasonable level of key board skills

All roles will develop and NUPAS may change the role scope in consultation with the post holder