

### Person Specification - Administrator

	Essential	Desirable
<b>Qualification</b>	1) GCSE Maths or equivalent  2) GCSE English or equivalent	1) A relevant administrative qualification
<b>Experience &amp; Knowledge</b>	1) Previous experience of working in an office and undertaking general administration duties  2) An understanding of the importance of confidentiality	1) Experience of having worked in a care home or similar environment  2) Prior experience of minute-taking  3) An understanding of the needs of residents.
<b>General Aptitude</b>	1) Strong organizational and communication skills  4) Strong written English skills  5) Ability to work using your initiative	
<b>Specific Skills</b>	1) Ability to use Microsoft Office Applications including Outlook, Word and Excel.	
<b>Personal Qualities</b>	1) An understanding of the ethos of the Trust and our care homes  2) Able to approach work with a flexible attitude and open to taking on new challenges	
<b>General</b>	1) Professional and confident telephone	

	manner	
<b>Greensleeves Care Values</b>	<p>Ability to demonstrate understanding and apply our workplace values. These are embedded in all roles and applicants must evidence their values.</p> <ol style="list-style-type: none"><li>1) <b>Respect</b> - You treat residents and colleagues with dignity and value their unique life experiences and personal contributions.</li><li>2) <b>Openness</b> - You act openly and honestly, building confidence in our intentions and behavior. We choose words and actions that are sincere, not misleading.</li><li>3) <b>Responsibility</b> - You are committed to meeting the needs of others and behave responsibility towards residents and colleagues, being careful of the choices we make.</li></ol>	