



Person Specification:

Clinical Administrator

CATEGORY	JOB REQUIREMENTS: ESSENTIAL
Qualifications & Training	5 GCSE's at A - B grade (including Maths and English) or equivalent
Experience	Experience working as an administrator or in public facing role such as reception
Skills, knowledge & Abilities	<p>Excellent people skills including ability to communicate with a wide range of people from all walks of life and social/economic backgrounds.</p> <p>Excellent written and verbal communication skills</p> <p>A high level of numeracy including ability to collate and analyse simple numerical data.</p> <p>Ability to use Microsoft packages including Word, Excel and Access</p> <p>Ability to produce written reports and reports on statistical data.</p> <p>Ability to deal appropriately with people who may become distressed</p> <p>Ability to work on own initiative and as part of a small team</p>
Personal Attributes	<p>Understanding of the need for confidentiality and sensitivity when working within a counselling organisation.</p> <p>Friendly and flexible approach to the role</p> <p>A commitment to diversity and equal opportunities policies</p>
<p>OTHER</p> <p>The position will be subject Disclosure and Barring Service check and receipt of two satisfactory references</p>	