

# PERSON SPECIFICATION

LAST UPDATED 12 MAY 2022



	<b>Phoenix Administrator: Early Interventions</b>	Essential	Desirable
	<b>Knowledge/ability</b>		
1	A good standard of General Education.	E	
2	Ability to use email, Microsoft Office, Excel and other relevant IT systems.	E	
3	GCSE A-C or equivalent in English	E	
4	Knowledge and understanding of safeguarding		D
5	Knowledge of data protection and GDPR		D
	<b>Experience</b>		
6	Experience of working with vulnerable people		D
7	Experience of working in a multi-agency environment		D
8	Experience of working with a database and/or of working with electronic client files	E	
9	Experience of IT administration	E	
	<b>Skills</b>		
10	Excellent written and verbal skills with an attention to detail	E	
11	Accuracy in areas of spelling, grammar and punctuation	E	
12	A willing and flexible approach.	E	
13	Able to work as part of a team or alone and to manage your own diary.	E	
14	Awareness of health and safety issues.		D
15	Be willing to undertake further training.	E	
16	Able to maintain personal and professional boundaries	E	
17	An understanding of confidentiality principles	E	
	<b>Personal characteristics</b>		
18	Ability to prioritise and perform under pressure	E	
29	Demonstrates an interest in equality and diversity	E	
20	Demonstrates an ability to work as part of a team	E	
21	Commitment to addressing domestic abuse and sexual violence, and safeguarding vulnerable people and children.	E	

The application form asks you to set out how you meet the qualities/skills outlined in the Person Specification AND IS THE MOST IMPORTANT PART OF YOUR APPLICATION. This is your chance to explain why you are suitable for the job. You should try to show how you meet the criteria set out in this person specification. Applicants who are able to provide examples of how they meet the criteria

are more likely to be offered an interview. Consider all the relevant experience you have gained and make sure that you tell us about it.