



MARYPORT HEALTH SERVICES
Alneburgh House, Ewanrigg Road,
Maryport, Cumbria. CA15 8EL

PERSON SPECIFICATION – ADMINISTRATOR

| | ESSENTIAL | DESIRABLE |
|-----------------------|---|--|
| Qualifications | | <ul style="list-style-type: none"> • ECDL • RSA III typing and word processing, or equivalent |
| Experience | | <ul style="list-style-type: none"> • Working in a health care setting • Working with a medical computer system • Dealing with members of the public |
| Qualities | <ul style="list-style-type: none"> • Good communication skills • Ability to empathise • Caring approach to people | |
| Personality | <ul style="list-style-type: none"> • Commitment to high standards • Positive approach • Calm under pressure • Sense of humour | |