

## University Hospitals Dorset

### Person Specification / Interview Score Sheet

**Job Title:** Support Secretary - Acute and Community Paediatrics

**Accountable to:** Operational Support Child Health

Criteria	Essential Criteria	Desirable Criteria	Mgmt Score	Essential HI*	Desirable HI*
Qualifications	<ul style="list-style-type: none"> <li>GCSE (or equivalent) English and numeracy</li> <li>RSA II/III or equivalent</li> <li>Audio typist</li> </ul>	<ul style="list-style-type: none"> <li>ECDL</li> </ul>			
Experience	<ul style="list-style-type: none"> <li>Previous NHS experience</li> </ul>				
Technical Skills Competencies	<ul style="list-style-type: none"> <li>Excellent communication and inter-personal skills both written and verbal</li> <li>Excellent telephone manner</li> <li>Good organisational skills with ability to multi-task</li> <li>Time management skills</li> </ul>				
Knowledge	<ul style="list-style-type: none"> <li>Knowledge of hospital computer systems including CAMIS and EPR</li> <li>Diary management</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge of various agencies associated with children's services</li> </ul>			

Other requirements specific to the role					
Personal Attributes	<ul style="list-style-type: none"> <li>Ability to work on own initiative but remain a team member</li> <li>Patient and calm nature</li> <li>Ability to prioritise workload</li> <li>Positive and caring attitude</li> <li>Ability to work under pressure with predictable interruptions</li> </ul>	<ul style="list-style-type: none"> <li>Adaptable to different situations</li> </ul>			
Language requirement	Be able to speak English as necessary to undertake the role	<b>Total Score</b>			

**Scoring Key:**

<b>1</b>	Does not meet criteria
<b>2</b>	Below requirement (serious shortcomings)
<b>3</b>	Acceptable level of competence (some shortcomings in performance)
<b>4</b>	Acceptable level of competence (quality evidence provided)
<b>5</b>	Exceptional standard

**\*HI – How Identified**

<b>A</b>	Application form
<b>I</b>	Interview
<b>T</b>	Test
<b>P</b>	Presentation