

PERSON SPECIFICATION

JOB TITLE: Band 3 Support Medical Secretary

DEPARTMENT:

| | ESSENTIAL | HOW IDENTIFIED |
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| QUALIFICATIONS AND TRAINING | <ul style="list-style-type: none"> • Able to demonstrate good basic education (English language GCSE) • OCR/RSA III or • Medical Terminology Qualification or • Relevant practical experience of a full range of Secretarial procedures and software | <ul style="list-style-type: none"> • Application form • Interview • Test |
| EXPERIENCE | <ul style="list-style-type: none"> • Experience working as a Secretary • Articulate/experience of communication with varying levels within an organisation • Working within in a team structure in a busy environment | <ul style="list-style-type: none"> • Application form • Test • Scenario questioning at interview |
| SKILLS AND KNOWLEDGE | <ul style="list-style-type: none"> • Advanced word processing/keyboard skills • Customer care experience • Audiotyping of complicated medical documents | <ul style="list-style-type: none"> • Application form • Interview • Test |
| PERSONAL QUALITIES | <ul style="list-style-type: none"> • Team player • Conscientious and hard working • Ability to deal with distressing/emotional situations • Flexible • Reliable • Ability to identify changing priorities | <ul style="list-style-type: none"> • Application form • Interview • Test |
| OTHER JOB | <ul style="list-style-type: none"> • Plan and organise routine activities | <ul style="list-style-type: none"> • Application form |

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| REQUIREMENTS | | <ul style="list-style-type: none">• Interview |
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