

**PERSON SPECIFICATION**

**GENERAL INFORMATION**

**Post:** Ward Clerk – Victoria and Foulis Ward

**Grade:** Band 3

**Directorate:** Lung

<b>REQUIREMENTS</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b><u>EDUCATION &amp; QUALIFICATIONS</u></b>	<ul style="list-style-type: none"> <li>• Good level of English language through written and communication skills.</li> <li>• GCSE C or above</li> <li>• Computer skills.</li> <li>• Willing to participate in continued professional development.</li> </ul>	Computer Qualifications
<b><u>EXPERIENCE &amp; KNOWLEDGE</u></b>	<ul style="list-style-type: none"> <li>• Previous admin experience.</li> <li>• Excellent written and oral communication skills.</li> <li>• Knowledge of Microsoft Packages including Outlook and Excel.</li> <li>• Comfortable working with technology, Computer &amp; IT literate</li> </ul>	Experience in working in IT Experience of working in a busy office / customer care environment
<b><u>SKILLS &amp; ABILITIES</u></b>	<ul style="list-style-type: none"> <li>• IT experience/ Qualifications</li> <li>• Keen organisational skills and attention to detail.</li> <li>• Work on own initiative as well as work well in the wider Admin team.</li> <li>• Demonstrate excellent communication skills and have the ability to handle sensitive and confidential information - verbally and written.</li> </ul>	
<b><u>PERSONAL QUALITIES</u></b>	<ul style="list-style-type: none"> <li>• Kind, friendly and compassionate.</li> <li>• Smart appearance.</li> <li>• A flexible approach to working in a service which regularly changes, with adaptable attitude to meet the requirements of service users while keeping calm under pressure.</li> <li>• Kind, friendly and compassionate, Organised and can self-motivate.</li> </ul>	