

## Person specification

### Education & Qualifications

#### **Essential criteria**

##### **Maximum score 2**

- GCSE or equivalent standard of education with emphasis on numeracy and literacy.

### Skills & Abilities

#### **Desirable criteria**

##### **Maximum score 6**

- Ability to prioritise own workload and that of others Customer orientation.
- Ability to effectively manage a diverse workload and meet deadlines.
- Ability to communicate clearly, orally and in writing.

### Experience

#### **Desirable criteria**

##### **Maximum score 6**

- Working effectively as part of a team.
- NHS experience.
- Patient Administration (e.g. secretarial/receptionist or clerical).

### Personal Qualities

#### **Essential criteria**

##### **Maximum score 6**

- Polite and helpful Teamwork.
- Clear communication.
- Ability to deal with stressful situations.