

# Person Specification

Job Title: Gynaecology Support Secretary  
Department: Gynaecology



North Bristol  
NHS Trust

Criteria	Where Found (Application Form, Interview References)	Essential	Desirable
<b>Education/Training/Qualifications</b>			
GCSE Maths and English (or equivalent)	Application form	X	
RSA / OCL 2 standard or equivalent	Application form		X
Excellent Microsoft Office skill	Application form	X	
Patient administration system (PAS) training	Application form		X
<b>Work Experience</b>			
Previous secretarial experience	Application form / Interview	X	
Experience working under pressure	Application form / Interview	X	
Experience working as part of a team in a multi-disciplinary environment	Application form / Interview	X	
Experience of working in the NHS or similar organisation	Application form / Interview		X
<b>Knowledge/Skills/Abilities</b>			
Good verbal / written communication	Application form / Interview	X	
Good customer care skills	Application form / Interview	X	
Good organisation / prioritisation skills	Application form / Interview	X	
Ability to work using own initiative	Application form / Interview	X	

<b>Personal Qualities/Special Circumstances</b>			
Ability to remain calm and professional when under pressure	Application form / Interview	X	
Willingness and ability to learn new IT skills	Application form / Interview	X	
Maintain good working relationships amongst a team	Application form / Interview	X	
Ability to deal with patient queries in a professional, polite, sensitive and understanding manner	Application form / Interview	X	