

PERSON SPECIFICATION

JOB TITLE: Band 3 Support Medical Secretary

DEPARTMENT:

	ESSENTIAL	HOW IDENTIFIED
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

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