

## Person Specification

<b>Department:</b> <b>Speech &amp; Language Therapy</b>	<b>Job Title:</b> <b>Secretary</b>	<b>Permanent</b> x	<b>Weekly Hours: 30</b>
<b>Location:</b>	<b>AFC Band: 3</b>	<b>Fixed Term</b> <b>Temporary</b>	
<b>Drawn up by: Anita Smith – Head of Service</b>		<b>Bank</b>	<b>Maximum</b>

<b>Shortlist</b> Criteria relevant to the job	<b>Essential</b> Requirements necessary for safe and effective performance in the job	<b>Additional/Useful</b> Where available, elements that contribute to improved/ immediate performance in the job	<b>Evidence obtained from:</b> Presentation - P Interview - I Skills Assessment - S Application form - A
<b>Qualifications</b> (General education/further and professional)	GCSE/O level at Grade C/4 or an equivalent qualification, one of which should be English Language  RSA III / OCR3 typing / secretarial qualification.		A
<b>Experience</b> (Previous/current work or any other relevant experience)	Experience of secretarial, administrative and clerical tasks.	Experience of working in the NHS in a medical or patient environment.  Experience of working with the general public.	A / I
<b>Further Training</b> (Specialist/Management previous job training)	Knowledge of NHS Systems	Good knowledge of the TPP (SystemOne)	
<b>Special Skills/Aptitudes</b> (Verbal, numerical, mechanical)	Working knowledge of Microsoft Office packages.  Ability to organise and prioritise a wide range of tasks, meeting deadlines and to work unsupervised.  Experience of audio typing.  Ability to communicate effectively, with a clear speaking voice.	Knowledge of medical terminology, or the AMSPAR qualification.	A / I

	<p>Ability to work both independently and as part of a team.</p> <p>Flexibility in approach to changes in service needs.</p> <p>Ability to be pro-active, show initiative and take responsibility.</p> <p>To maintain and understand the importance of confidentiality in the work environment.</p> <p>Ability to understand and adhere to Equal Opportunities Policy.</p>		
<b>Other Factors</b>			

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

THIS FORM TO BE RETURNED TO THE HUMAN RESOURCES  
DEPARTMENT FOR MONITORING PURPOSES  
*We are committed to our responsibilities under the Equality Act 2010 and encourage  
equal opportunities, diversity and flexibility within our workforce*