

PERSON SPECIFICATION
Support Secretary

SPECIFICATION AREA	ESSENTIAL	DESIRABLE
Education /Training	<ul style="list-style-type: none"> • 4 GCSE's (Grades 9 – 4 or A – C) • RSA Stage 3 typewriting, word processing 	<ul style="list-style-type: none"> • ECDL • NVQ 3 Business Admin
Experience and Attainments	<ul style="list-style-type: none"> • Audio typing experience • Experience of secretarial procedures • Experience and knowledge of software programs including Microsoft Office 	<ul style="list-style-type: none"> • Medical Secretarial • Medical terminology • NHS Experience • Customer Care
Skills and Aptitudes	<ul style="list-style-type: none"> • Good command of English • High standard of grammar and spelling • Able to prioritise • Well organised • Good time management • Team worker • Patient focused • Shows initiative • Calm and confident 	<ul style="list-style-type: none"> • Touch Type skills
Special Requirements	<p>The post-holder will be required on occasions to perform tasks outside of the designated department, therefore flexibility is key</p> <p>A requirement may be made to operate on another site within the Trust</p>	
Knowledge	<ul style="list-style-type: none"> • Knowledge of Health and Safety in the Workplace 	<ul style="list-style-type: none"> • Knowledge of NHS policies. • Knowledge of PAS systems