

PERSON SPECIFICATION

JOB TITLE:	<u>Matron Secretary</u>
JOB BAND:	<u>Band 3</u>

Qualifications & Education	Weighting (Essential or Desirable)
GCSE Maths and English Language grade 9 -4 or A* - C or equivalent	Essential
NVQ level 3 Business Admin or equivalent experience	Essential
RSA 2 typing / word processing or equivalent	Essential

Knowledge and Training	Weighting (Essential or Desirable)
Working knowledge of Microsoft Office programs - Word, Excel, Outlook	Essential
Identification of personal development	Desirable

Experience	Weighting (Essential or Desirable)
Previous secretarial experience	Essential
Experience of recruitment procedures	Desirable

Communication & Relationship Skills	Weighting (Essential or Desirable)
Effective communication skills, verbally and in writing	Essential
Able to relate to general public calmly	Essential
Understanding of confidentiality	Essential

Planning & Organisational Skills	Weighting (Essential or Desirable)
Diary Management	Essential
Able to deal with a steady flow of work and sudden episodes of heavy workload	Essential

Physical Skills	Weighting (Essential or Desirable)
Minute taking expertise	Desirable
Attention to detail	Essential
Willingness to attend in-service training days	Essential
Computer literate using Windows environment	Essential
Confident telephone manner	Essential

Equality, Diversity, Inclusion and Trust Values	Weighting (Essential or Desirable)
Able to provide safe, caring, and effective services	Essential
Values and behaviours that reflect the Trust values of Care, Respect and Responsibility	Essential
Commitment to creating a diverse and inclusive workplace that is free from discrimination and where people feel they belong and their contribution is valued	Essential

Prepared by:	Matron
Date prepared:	October 2022