

## Recruitment 2 – Person Specification Template

### PERSON SPECIFICATION

**Job Title:** Immunisation Team Assistant

**Band:** 3

Attribute	Essential	Desirable	Evidence to support assessment Application/Interview/Test
<b>Qualifications</b>			
Good general education, educated to NVQ 2 level or equivalent	X		A/I
Working knowledge of Microsoft Office including Word, Excel and Outlook	X		A/I
Educated to GCSE level or equivalent	X		
Awareness of a range of Health Service Provisions		X	A/I
Understanding of Data Protection issues		X	A/I
Appropriate secretarial/administrative qualification		X	A/I
ECDL qualification		X	A/I
Knowledge of medical terminology		X	A/I
Customer Care training		X	A/I
<b>Experience</b>			
Demonstrable experience of working in an administrative environment and working with computerised data systems	X		A/I

Previous experience of effective team working	x		A/I
Experience of using electronic clinical records	X		A/I
Previous NHS or public sector environment experience		X	A
<b>Skills and Abilities</b>			
Able to demonstrate a commitment to the HRCH values (Care, Respect, Communication)	X		A/I
IT skills, particularly Windows applications (Word, Excel and Outlook)	X		A/I
Good written and verbal communication skills	X		A/I
Excellent time management skills	X		A
Excellent organisation skills	X		A
Ability to work in a multi-disciplinary setting	X		A/I
Good numeracy skills	X		A
<b>Personal attributes</b>			
Excellent interpersonal skills	X		A/I
Tact and discretion in relation to confidential matters	X		A/I
Ability to be firm, yet pleasant as appropriate	X		A/I
Ability to work under pressure	X		A/I
Ability to use own initiative and work without supervision	X		A/I
Ability to work as part of a team and encourage collaboration within a team	X		A/I
Ability and willingness to extend knowledge and learn new skills	X		A/I
Support NHS values/ethics	X		A/I

