

Hull & East Yorkshire Hospitals NHS Trust  
Patient Administration Department

Person Specification

Post title: Clerical officer A&C 2	Essential	Desirable	How measured during Recruitment & Selection process
Experience	A minimum of 2 years clerical experience within the last 2 years  Ability to work on own initiative	Previous NHS experience  Ability to meet deadlines	Check application form   Check at interview
Education/Training/Skills	3 GCSEs (C or above)  Full clean driving licence	NVQ level II/Btec equivalent  Customer care training/ telephone skills	Check application form
Personal Qualities	Ability to communicate at all levels, both in writing and verbally  Good organisational skills  Must be able to maintain confidentiality at all times.		Check application form   Check at interview  Check references
Working arrangements and flexibility	Must be able to work as part of a team	To work additional hours during annual leave/sick leave (part time staff only)	Check application form  Check at interview
Specific knowledge	Lorenzo experience	Previous medical records experience  Experience of working with different NHS agencies	Check application form  Check at interview