

## PERSON SPECIFICATION

**JOB TITLE** Telephonist plus Night Relief    **BAND:** Band 2

**LOCATION:** Telecommunications Dept. (Switchboard) The Royal Shrewsbury Hospital

The candidate will need to demonstrate that they possess the essential criteria as detailed below. In addition demonstration of some of the desirable criteria would be of great assistance.

KNOWLEDGE AND EXPERIENCE		ESSENTIAL	DESIRABLE	MEASURED BY
	Ability to prioritise work	<input type="checkbox"/>		
	Initiative	<input type="checkbox"/>		
	Communication skills	<input type="checkbox"/>		
	Medical terminology	<input type="checkbox"/>		
	Keyboard skills	<input type="checkbox"/>		
	Switchboard experience	<input type="checkbox"/>		
PERSONAL QUALITIES		ESSENTIAL	DESIRABLE	MEASURED BY
	Good Communication skills	<input type="checkbox"/>		
APTITUDE AND SKILLS		ESSENTIAL	DESIRABLE	MEASURED BY
	Team player	<input type="checkbox"/>		
OTHER REQUIREMENTS		ESSENTIAL	DESIRABLE	MEASURED BY
	Must be flexible and be prepared to work on own initiative and work alone	<input type="checkbox"/>		
	Working knowledge of Mitel System	<input type="checkbox"/>		
	Working knowledge of Stanley Blick paging system	<input type="checkbox"/>		
QUALIFICATIONS		ESSENTIAL	DESIRABLE	MEASURED BY