

Person Specification

Post Title: Breast Imaging Clerical Assistant

Factor	Essential	Desirable
Qualifications	GCSE's of Grade 9 – 4 including Maths and English	
Professional/ Technical Qualifications		Typing or IT qualifications
Work Experience		Office Experience Experience in a healthcare setting Filing experience in large filing systems
Knowledge	Good verbal & written understanding of the English language Working knowledge of Microsoft Office e.g. Word, Excel, E-mail Understanding of confidentiality	SEMA and Review
Skills	Excellent communication skills with colleagues and patients Competent PC user and keyboard skills Proficient in use of Microsoft Office – Email, Word, Excel Able to work in a multidisciplinary team Able to work using own initiative	Prior experience of hospital IT systems, e.g. NBSS, SEMA, CRIS, Review, Clinical Portal

Person Specification sign-off

<p>Manager</p> <p>Name:</p> <p>Signature:.....</p> <p>Date:</p>
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