

PERSON SPECIFICATION
Support Medical Secretary - Band 3

SPECIFICATION AREA	ESSENTIAL	DESIRABLE
Education/Training	<p>4 GCSE's (Grade 9 – 4) or equivalent</p> <p>RSA Stage 2/3 typewriting, word processing (or equivalent experience)</p>	<p>ECDL</p> <p>NVQ 3 Business Admin (or working towards or willing to work towards)</p>
Experience and Attainments	<p>Experience of Audio typing</p> <p>Experience of Customer Care</p> <p>Secretarial/PA experience</p> <p>Knowledge of software programs</p>	<p>Medical Secretarial experience</p> <p>Knowledge of Medical terminology</p> <p>NHS Experience</p>
Skills and Aptitudes	<p>High standard of grammar and spelling</p> <p>Able to prioritise</p> <p>Well organised</p> <p>Good time management</p> <p>Team worker</p> <p>Patient focused</p> <p>Shows initiative</p> <p>Calm and confident</p>	<p>Touch Type skills</p>
Knowledge	<p>Knowledge of Health and Safety in the workplace</p>	<p>Knowledge of NHS policies</p>
Other	<p>A requirement may be made to operate on another site within the Trust</p>	