

PERSON SPECIFICATION

Clerical Officer/Receptionist – Oncology Centre

SPECIFICATION AREA	ESSENTIAL	DESIRABLE
Education /Training	<p>Keyboard Skills</p> <p>Knowledge of Microsoft Office packages e.g. PowerPoint, Word, Excel and other IT skills acquired through training and practical experience</p>	<p>OCR (RSA) Stage 1 word processing (or equivalent)</p>
Skills and Aptitudes	<p>Excellent organisational skills</p> <p>Excellent telephone manner</p> <p>Ability to prioritise</p> <p>Able to use own initiative</p> <p>Good communication skills</p> <p>Ability to work effectively as part of a team</p> <p>Ability to manage diversity within role.</p> <p>Ability to work under pressure and stress with sound decision making skills</p> <p>Ability to work flexibly</p> <p>Ability to move and handle medical records</p>	
Knowledge	<p>Knowledge of Health and Safety in the Workplace</p> <p>Understanding of confidentiality/ data protection issues.</p>	<p>Knowledge of Sema</p>