

## PERSON SPECIFICATION

**Job Title:** Supervisor Band 3 (Outpatients)

	<b>ESSENTIAL</b>	<b>DESIRABLE</b>	<b>METHOD OF ASSESSMENT</b>
<b>QUALIFICATIONS</b>	Good educational background to GCSE level or equivalent. Good level of written English.	ECDL Certificate/qualification in word processing	Application Form Interview
<b>EXPERIENCE</b>	Substantial experience of working within the NHS/similar healthcare setting organisational environment Experience of dealing with the public  Evidence of working with confidential material Excellent person-to-person and telephone manner/dealing with all initial enquiries Experience of working in a team	Evidence of working in a busy office environment  Experience of working in an out-patient environment	Application Form  Interview References
<b>SKILLS</b>	The ability to work with a wide range of people at all levels internally and externally  Organisational and prioritisation skills Able to handle sensitive information appropriately Good written, verbal & communication skills Accurate inputting skills Prioritising and time management skills		Application Form Interview References
<b>KNOWLEDGE</b>	You will have an understanding of the booking process and working knowledge of an NHS Trust  Ability to work to deadlines whilst adhering to local policies and procedures	Knowledge of word processing/Microsoft packages Knowledge of medical terminology	Application Form
<b>HEALTH &amp; FITNESS</b>	The job holder must be assessed by		Medical

	Occupational Health as having a level of fitness to carry out duties/tasks after reasonable adjustments under the Disability Discrimination Act 1995 have been made.		Screening
<b>REHABILITATION OF OFFENDERS ACT 1974</b>	A disclosure will be requested for this post in the event of a successful application. Yes/No (delete as necessary) Level: Enhanced/Standard		Disclosure Procedure

### **DISCLOSURE OF CRIMINAL BACKGROUND**

All NHS employers are required are required to check with the Criminal Records Bureau the possible criminal background of staff and volunteers who apply for work with vulnerable patients.

**If it is a requirement of the post that such a check be undertaken, successful applicants will be asked to complete and sign a Disclosure Form giving permission for the screening to take place.**

**Having a criminal record will not necessarily bar you from working with the Trust. This will depend on the nature of the position and the circumstances and background of the offence.**

Please note applicants refusing to sign the form will not be progressed further.

“The Trust actively seeks to recruit people currently under represented in the workforce. This includes people from ethnic minority groups, those with mental ill health and physical disability”.