

## CENTRAL MANCHESTER HOSPITALS NHS TRUST

### PERSONNEL SPECIFICATION – PORTER

| CRITERIA  | ESSENTIAL   | DESIRABLE   | EVIDENCE  |
|-----------|---|---|---|
| Education | <ul style="list-style-type: none"><li><input type="checkbox"/> General Education.</li><li><input type="checkbox"/> Basic computer skills – Use of Microsoft Office or Similar</li></ul>   | <ul style="list-style-type: none"><li><input type="checkbox"/> Advance use of Microsoft office or similar</li></ul>   | <ul style="list-style-type: none"><li><input type="checkbox"/> Application Form/Certificates.</li><li><input type="checkbox"/> References</li></ul> |
| Knowledge | <ul style="list-style-type: none"><li><input type="checkbox"/> Ability to work safely always</li></ul>  | <ul style="list-style-type: none"><li><input type="checkbox"/> Previous experience in Receipt and Distribution / Warehouse operations.</li><li><input type="checkbox"/> Previous experience in dealing with the public/suppliers.</li></ul> | <ul style="list-style-type: none"><li><input type="checkbox"/> Application form/Interview.</li></ul>  |
| Skills    | <ul style="list-style-type: none"><li><input type="checkbox"/> Ability to communicate with other staff, Trust employees and patients.</li><li><input type="checkbox"/> Ability to accept and prioritise instructions</li><li><input type="checkbox"/> Ability to work as part of a team. Ability to adhere to standards and procedures.</li><li><input type="checkbox"/> Good customer skills</li><li><input type="checkbox"/> Basic literacy</li></ul> | <ul style="list-style-type: none"><li>• Follow NHS/TRUST health and safety guidelines</li></ul>   | <ul style="list-style-type: none"><li><input type="checkbox"/> Application form/Interview.</li></ul>  |

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| Attitude | <ul style="list-style-type: none"><li>☐ Flexible approach to working hours and shift patterns.</li><li>☐ Friendly approachable disposition.</li></ul> |  | <ul style="list-style-type: none"><li>☐ Application form/Interview/references</li></ul> |
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