

Person specification

Education & Qualifications

Essential criteria

Maximum score 2

- GCSE or equivalent standard of education with emphasis on numeracy and literacy.

Skills & Abilities

Desirable criteria

Maximum score 6

- Ability to prioritise own workload and that of others Customer orientation.
- Ability to effectively manage a diverse workload and meet deadlines.
- Ability to communicate clearly, orally and in writing.

Experience

Desirable criteria

Maximum score 6

- Working effectively as part of a team.
- NHS experience.
- Patient Administration (e.g. secretarial/receptionist or clerical).

Personal Qualities

Essential criteria

Maximum score 6

- Polite and helpful Teamwork.
- Clear communication.
- Ability to deal with stressful situations.