

URGENT APPOINTMENT CO-ORDINATOR

Attribute	Essential	Desirable	Method Of Assessment
Qualifications/ Education	<ul style="list-style-type: none"> English GCSE or equivalent experience 	<ul style="list-style-type: none"> NVQ Level 2, GCSE Maths or equivalent qualification or experience 	Application form
Previous Experience	<ul style="list-style-type: none"> Administrative experience Experience of working with software programmes Experience of dealing with patients/clients 		Application form and interview
Skills and Knowledge	<ul style="list-style-type: none"> Good organisational skills Good keyboard skills Excellent telephone manner Dealing with patients Computer literate with it skills e.g. use of Microsoft Office Excellent interpersonal skills 	<ul style="list-style-type: none"> Understanding or knowledge of booking processes across primary and secondary care Knowledge of the choose and book system Understanding and knowledge of “choice” in healthcare. 	Application form and interview
Key Competencies and Behaviours	<ul style="list-style-type: none"> Good verbal and written communication Able to use own initiative Team player Ability to liaise at all levels with both internal and external agencies 		Application form and interview
Other Job Requirements	<ul style="list-style-type: none"> Able to work flexibly Positive, friendly attitude. Willing to travel and work across sites if required 		Application form and interview