



## Person Specification / Interview Score Sheet

**Job Title:** Elective Admissions Officer

**Accountable to:** Elective Admissions Coordinator

Criteria	Essential Criteria	Desirable Criteria	Mgmt Score	Essential HI*	Desirable HI*
Qualifications	Educated to GCSE grade C or equivalent in English and Maths	eCamis trained			
Experience	Experience of working with members of the public  Previous clerical experience within a busy office	Experience of working in a health care setting  Knowledge of medical terminology  Knowledge of the 18 week Referral to Treatment pathway			
Technical Skills Competencies	Good organisational skills and ability to prioritise workload  Ability to work in a demanding environment, working under pressure and to strict deadlines  Excellent customer service and communication skills  Basic keyboard skills  Basic Microsoft Word and Excel skills				
Knowledge	Ability to interpret and apply policies and procedures				
Other requirements specific to the role					

Personal Attributes	Professional appearance  Ability to work using own initiative and as part of a team  To be able to work flexibly according to the needs of the service  Excellent attention to detail				
Language requirement	Be able to speak English as necessary to undertake the role	<b>Total Score</b>			

<b>Scoring Key:</b>	
<b>1</b>	Does not meet criteria
<b>2</b>	Below requirement (serious shortcomings)
<b>3</b>	Acceptable level of competence (some shortcomings in performance)
<b>4</b>	Acceptable level of competence (quality evidence provided)
<b>5</b>	Exceptional standard

<b>*HI – How Identified</b>	
<b>A</b>	Application form
<b>I</b>	Interview
<b>T</b>	Test
<b>P</b>	Presentation