



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	Total Score			

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

*HI – How Identified	
A	Application form
I	Interview
T	Test
P	Presentation