

Person Specification

Job Title	Senior Medical Secretary
Grade	Band 4
Reports To	Administration Pathway Coordinator

Criteria	Essential or Desirable Criteria		Assessment Method			
			A	I	T	R
Education and Qualifications						
Good general education, preferably English Language to GCSE (or equivalent).	E		A			
NVQ 2 in Business and Administration or equivalent experience	E		A			
Experience						
Experience of using Careflow (Patient Administration System) database, e-track, Evolve, Epro/Scrik/Anglia Ice		D	A			
Previous secretarial / administrative experience	E		A			
Experience of Managing a team	E		A			
Experience of working in the NHS		D	A			
Knowledge						
Can demonstrate good standards of written and verbal communication, at all levels	E			I		
Demonstrate an understanding of customer care	E			I		
Understanding of Medical terminology		D		I		
Knowledge/understanding of the Data Protection Act/Information Governance.	E			I		
Key Skills/Abilities						
Competent use of MS Word	E		A			
Good Written and verbal communication	E		A	I		
Ability to adhere to policies and procedures	E		A			
Organisational skills	E		I			
Competent in using MS Office and Excel spreadsheets	E		A			
Personal Qualities						
Flexible and responsive to change	E		A			
Able to work independently or as part of a team	E		A			
Ability to work under pressure and prioritise work to meet deadlines	E			I		
Ability to work with confidential and sensitive information	E		A			

