

Person Specification

Department: Speech & Language Therapy Location: Drawn up by: Anita Smith – Head of Service	Job Title: Secretary AFC Band: 3	Permanent x Fixed Term Temporary Bank	Weekly Hours: 30 Maximum
---	--	--	---

Shortlist Criteria relevant to the job	Essential Requirements necessary for safe and effective performance in the job	Additional/Useful Where available, elements that contribute to improved/ immediate performance in the job	Evidence obtained from: Presentation - P Interview - I Skills Assessment - S Application form - A
Qualifications (General education/further and professional)	GCSE/O level at Grade C/4 or an equivalent qualification, one of which should be English Language RSA III / OCR3 typing / secretarial qualification.		A
Experience (Previous/current work or any other relevant experience)	Experience of secretarial, administrative and clerical tasks.	Experience of working in the NHS in a medical or patient environment. Experience of working with the general public.	A / I
Further Training (Specialist/Management previous job training)	Knowledge of NHS Systems	Good knowledge of the TPP (SystemOne)	
Special Skills/Aptitudes (Verbal, numerical, mechanical)	Working knowledge of Microsoft Office packages. Ability to organise and prioritise a wide range of tasks, meeting deadlines and to work unsupervised. Experience of audio typing. Ability to communicate effectively, with a clear speaking voice.	Knowledge of medical terminology, or the AMSPAR qualification.	A / I

	<p>Ability to work both independently and as part of a team.</p> <p>Flexibility in approach to changes in service needs.</p> <p>Ability to be pro-active, show initiative and take responsibility.</p> <p>To maintain and understand the importance of confidentiality in the work environment.</p> <p>Ability to understand and adhere to Equal Opportunities Policy.</p>		
Other Factors			

Signed: Date:

**THIS FORM TO BE RETURNED TO THE HUMAN RESOURCES
 DEPARTMENT FOR MONITORING PURPOSES**
*We are committed to our responsibilities under the Equality Act 2010 and encourage
 equal opportunities, diversity and flexibility within our workforce*