

PERSON SPECIFICATION

GENERAL INFORMATION

Post: Ward Clerk – Victoria and Foulis Ward

Grade: Band 3

Directorate: Lung

REQUIREMENTS	ESSENTIAL	DESIRABLE
<u>EDUCATION & QUALIFICATIONS</u>	<ul style="list-style-type: none"> • Good level of English language through written and communication skills. • GCSE C or above • Computer skills. • Willing to participate in continued professional development. 	Computer Qualifications
<u>EXPERIENCE & KNOWLEDGE</u>	<ul style="list-style-type: none"> • Previous admin experience. • Excellent written and oral communication skills. • Knowledge of Microsoft Packages including Outlook and Excel. • Comfortable working with technology, Computer & IT literate 	<p>Experience in working in IT</p> <p>Experience of working in a busy office / customer care environment</p>
<u>SKILLS & ABILITIES</u>	<ul style="list-style-type: none"> • IT experience/ Qualifications • Keen organisational skills and attention to detail. • Work on own initiative as well as work well in the wider Admin team. • Demonstrate excellent communication skills and have the ability to handle sensitive and confidential information - verbally and written. 	
<u>PERSONAL QUALITIES</u>	<ul style="list-style-type: none"> • Kind, friendly and compassionate. • Smart appearance. • A flexible approach to working in a service which regularly changes, with adaptable attitude to meet the requirements of service users while keeping calm under pressure. • Kind, friendly and compassionate, Organised and can self-motivate. 	