



Person Specification

JOB TITLE: ONCOLOGY RECEPTIONIST

BAND: 2

Criteria	Essential	Desirable
Qualifications	<ul style="list-style-type: none">• Good standard of general education• General administration• GCSE Math & English (or equivalent)	<ul style="list-style-type: none">•
Experience	<ul style="list-style-type: none">• Previous reception work• Customer Care - including the ability to remain calm and professional at all times• Ability to use Microsoft Word Package• Experience of working in a multi-disciplinary Team• Excellent communication skills – written and verbal.• Methodical, organised approach to work, with good attention to detail• Ability to work under pressure• Ability to prioritise own workload	<ul style="list-style-type: none">• NHS IT systems• Previous NHS Experience



Skills/Knowledge	<ul style="list-style-type: none">• Ability to communicate both verbally and in writing routine information• Keyboard skills• Organisational skills• Demonstrates a knowledge of confidentiality issues and able to work within requirements of Data Protection• Ability to adapt to change within working situation	<ul style="list-style-type: none">•
Personal Skills	<ul style="list-style-type: none">• Open/Reflective/Warm• Enthusiastic and self-aware• Creative and Flexible• Team focussed• Reliable, Adaptable and Dependable	<ul style="list-style-type: none">•