

Person Specification

Job Title	Senior Medical Secretary/Team Leader
Grade	Band 4
Reports To	Admin and Pathway Coordinator

Criteria	Essential or Desirable Criteria		Assessment Method			
			A	I	T	R
Education and Qualifications						
<ul style="list-style-type: none">Qualified to Level 2 GCSE or equivalent which includes Maths and English	E		√			
<ul style="list-style-type: none">Audio typing qualification or equivalent experience		D	√	√		
<ul style="list-style-type: none">NVQ / BTEC Level 2 in Business Administration		D	√			
<ul style="list-style-type: none">RSA II or equivalent typing / word processing qualification		D	√			
Experience						
<ul style="list-style-type: none">Previous experience as a medical secretary, or experience of medical terminology	E		√	√		√
<ul style="list-style-type: none">Evidenced supervisory experience within a medical secretarial team or equivalent	E		√	√		
<ul style="list-style-type: none">Experience of working with general public and/or NHS Professionals	E		√	√		
<ul style="list-style-type: none">Experience of using MS Office, Word, Excel, and Outlook	E		√	√		
<ul style="list-style-type: none">Recent proven experience of 18-week validation		D	√			
<ul style="list-style-type: none">Experience of working in the NHS and understanding national targets		D	√	√		√
<ul style="list-style-type: none">Recent experience of Trust IT systems incl Careflow, ICE, eTrack, EPRO, ICRIS		D	√	√		√
Key Skills/Knowledge						
<ul style="list-style-type: none">Evidence of leadership skills and team working	E		√	√		√



• Demonstrate significant experience and evidenced understanding of customer care relevant to the post	E		√	√		
• Can demonstrate excellent standards of written and verbal communication, with daily interaction with colleagues at all levels	E		√	√		
• Evidence excellent competence in using MS Word, MS Outlook, and MS Excel	E		√	√		
• Ability to prioritise workload and work to deadlines	E		√	√		
• Knowledge/understanding of the Data Protection Act		D	√	√		
• Understanding of the 18-week RTT		D	√	√		
• Ability to teach and support colleagues in acquiring additional knowledge and skills		D	√	√		
• Ability to facilitate change within the work area		D	√	√		

Assessment Criteria: A = Application, I = Interview, T = Test, R = References

