

University Hospitals Dorset

Person Specification / Interview Score Sheet

Job Title: Support Secretary - Acute and Community Paediatrics

Accountable to: Operational Support Child Health

Criteria	Essential Criteria	Desirable Criteria	Mgmt Score	Essential HI*	Desirable HI*
Qualifications	<ul style="list-style-type: none"> GCSE (or equivalent) English and numeracy RSA II/III or equivalent Audio typist 	<ul style="list-style-type: none"> ECDL 			
Experience	<ul style="list-style-type: none"> Previous NHS experience 				
Technical Skills Competencies	<ul style="list-style-type: none"> Excellent communication and inter-personal skills both written and verbal Excellent telephone manner Good organisational skills with ability to multi-task Time management skills 				
Knowledge	<ul style="list-style-type: none"> Knowledge of hospital computer systems including CAMIS and EPR Diary management 	<ul style="list-style-type: none"> Knowledge of various agencies associated with children's services 			

Other requirements specific to the role					
Personal Attributes	<ul style="list-style-type: none"> Ability to work on own initiative but remain a team member Patient and calm nature Ability to prioritise workload Positive and caring attitude Ability to work under pressure with predictable interruptions 	<ul style="list-style-type: none"> Adaptable to different situations 			
Language requirement	Be able to speak English as necessary to undertake the role	Total Score			

Scoring Key:

1	Does not meet criteria
2	Below requirement (serious shortcomings)
3	Acceptable level of competence (some shortcomings in performance)
4	Acceptable level of competence (quality evidence provided)
5	Exceptional standard

***HI – How Identified**

A	Application form
I	Interview
T	Test
P	Presentation