

PERSON SPECIFICATION

Directorate: Medicine Directorate

Job Title: Assistant Medical Secretary

Grade: Band 3

PERSON SPECIFICATION	ESSENTIAL	DESIRABLE
EDUCATION AND QUALIFICATIONS		
RSA stage 2/3 or equivalent Medical Typewriting/Word Processing skills		√
GCSE in English and Mathematics or equivalent	√	
SKILLS, KNOWLEDGE AND ABILITIES		
Ability to effectively communicate both verbally and in writing to a wide range of people	√	
Ability to organise, prioritise and manage workload without supervision	√	
Ability to meet tight time schedules and deadlines	√	
Understanding of Health Records		√
Excellent telephone manner	√	
Medical terminology		√
Computer skills	√	
EXPERIENCE		
Previous NHS/healthcare experience		√
Audio-typing		√
Previous secretarial experience or equivalent	√	
Working under pressure	√	
PERSONAL ATTRIBUTES		
Excellent interpersonal skills	√	
Ability to work as part of a team	√	
Attention to detail	√	
Professional approach to work and colleagues	√	
Flexible and reliable	√	
OTHER FACTORS		
Ability to fulfil the travel requirements of post	√	