



PERSON SPECIFICATION

Post Title: Ward Clerk

Band: 2

Department: Ward 28, Trauma and Orthopaedic Inpatient Ward.

An Equal Opportunity Employer

Bradford Teaching Hospitals NHS Foundation Trust positively welcomes applications from Disabled People and will make reasonable adjustments to posts in compliance with the Equality Act 2010



We are Bradford: we value diversity and champion inclusion

E or D indicates whether a selection criterion is 'Essential' to the job role or 'Desirable'.

As a minimum a candidate must meet the essential criteria for the post to be recruited.

Experience	How Identified	E/D
Experience of using Microsoft Office applications	Application Form	E
Previous NHS experience in a secretarial / administrative role for a minimum of 1 year	Application Form	E
Knowledge / experience of PAS	Application Form	D
Knowledge of medical terminology	Application Form	D

Skills <i>Includes; Analytical & judgemental Skills, Communication & Relationship Skills, Physical Skills,</i>	How Identified	E/D
Excellent interpersonal skills	Interview	E
Literate and numerate	Interview	E
Ability to communicate in English both verbally and in writing	Application Form / Interview	E
Proven organisational skills	Interview	E
Ability to prioritise	Interview	E
Good telephone manner	Interview	E

Knowledge <i>Includes; Knowledge & Training</i>	How Identified	E/D
Understanding of equality and diversity issues and how this affects patients, visitors and staff	Interview	E
Understanding of what the NHS Constitution means to you, and your responsibilities to the public, patients and colleagues.	Interview	E
Understanding of Information Governance and Confidentiality	Interview	E

Qualifications - <i>In most cases (where indicated *) demonstration of equivalent qualification, skills or experience is an acceptable alternative.</i>	How Identified	E/D
Educated to GCSE standard or equivalent	Application Form	E
RSA II typing/Word processing or equivalent	Application Form	D
Good general education	Application Form	E

Values and Behaviours (some of these standard core values may be demonstrated in meeting other criteria cited on this person specification)	How Identified	E/D
We are one team <ul style="list-style-type: none"> • We trust each other and work together • We talk clearly and honestly. • We make every penny count. • We get better all the time 	Application form/ Interview/ Test	E
We care <ul style="list-style-type: none"> • We are kind and compassionate. • We take ownership and keep our word. • We are passionate, proud and committed. • We say thank you. 	Application form/ Interview/ Test	E
We value people <ul style="list-style-type: none"> • We respect each other and our patients • We embrace difference • We support each other • We say when we have done well and learn from mistakes 	Application form/ Interview/ Test	E

Other Requirements: <i>Includes; Working Conditions</i>	How Identified	E/D
Able to fulfil Occupational Health requirements for the post (with reasonable adjustments, if necessary). Including clearance on blood borne viruses, in compliance with Trust Policy.	Occupational Health Paper Screening, followed by an Immunisation Assessment in the first week of work	E
Willing to undertake further training as required	Interview	E
Ability to work on own initiative and whilst under pressure	Interview	E
Flexibility with regard to place and hours of work	Interview	E