

PERSON SPECIFICATION: Clerical Officer – Children’s Diabetes Team

	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
Education/Qualifications	<p>Good standard of general education</p> <p>Math and English GCSE A to C or equivalent</p>		<p>Application Form</p> <p>Portfolio</p> <p>Interview</p> <p>References</p>
Experience	<p>Understanding of and ability to operate information systems and data bases</p> <p>Working with confidential and sensitive information</p> <p>Following protocols/processes to work within timescales and deadlines</p>	<p>Trained in the use of LE2.2</p> <p>Working in a health care setting</p> <p>Auditing Experience</p>	<p>Application Form</p> <p>Interview</p> <p>References</p> <p>Portfolio</p>
Skills and Abilities	<p>Proficient in the use of Microsoft Office</p> <p>Good time management skills and able to work to deadlines</p> <p>Good Organisational skills</p> <p>Ability to solve problems</p> <p>Excellent communication skills</p>		<p>Application Form</p> <p>Interview</p> <p>References</p>
Knowledge	<p>Data Protection/GDPR</p> <p>Confidentiality</p> <p>Child Protection/Safeguarding</p>	<p>Understanding of 18 week pathway, RTT status and waiting times</p>	<p>Application Form</p> <p>Interview</p> <p>References</p>
Other	<p>Good conduct and professional attitude</p>		<p>Application Form</p>

	Positive 'can do' approach Good interpersonal skills DBS Check Ability to work under pressure Ability to work as part of a team		Interview DBS check Pre-employment checks
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Prepared By:
 Business Manager
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Date: June 2022