



## Person Specification / Interview Score Sheet

**Job Title:** Band 4 Medical Secretary

**Accountable to:** Amanda Linford

Criteria	Essential Criteria	Desirable Criteria	Mgmt Score	Essential HI*	Desirable HI*
Qualifications	RSA II or equivalent touch typing/computer skills Minimum 4 GCSE's including English or equivalent	Computer qualification			
Experience	Secretarial experience Working with people	NHS experience Experience of working with TEAMS			
Technical Skills Competencies	Computer literate with word processing experience. Data accuracy on computer systems	Audio typing Experience of Hospital systems			
Knowledge	Understanding of secretarial procedures Understanding of Microsoft Word Understanding of data protection				
Other requirements specific to the role	Good verbal and written skills. Attention to detail Flexibility with working pattern Good communication skills				
Personal Attributes	Well-presented Ability to deal with sensitive issues Ability to organise own workload with priorities set by Secretarial Coordinator Be able to speak English as necessary to undertake the role	Willing to undergo training as required			
Language requirement	Be able to speak English as necessary to undertake the role	Total Score			

Scoring Key:	
<b>1</b>	Does not meet criteria
<b>2</b>	Below requirement (serious shortcomings)
<b>3</b>	Acceptable level of competence (some shortcomings in performance)
<b>4</b>	Acceptable level of competence (quality evidence provided)
<b>5</b>	Exceptional standard

*HI – How Identified	
<b>A</b>	Application form
<b>I</b>	Interview
<b>T</b>	Test
<b>P</b>	Presentation