

PERSON SPECIFICATION (& SHORTLISTING FORM)

Job Title: Podiatry Receptionist

Name of Applicant: _____

WEIGHTING

Criteria in each section are ranked in order of importance 3 – 1, with 3 being the most important

SHORTLISTING CRITERIA – using Application Form and accompanying information





Each candidate will be scored against the person specification as follows:

3 points = fully meets or exceeds the criteria

2 points = significantly meets criteria, although falls short on minor aspects

1 point = partially meets criteria, but falls short on key aspects

0 point = does not meet criteria

CATEGORY	CRITERIA	Weight (Must be Completed)	HOW ASSESSED (Must be completed)
1.Values: -  Collaborate  Aspire  Respect  Enable	Communicates openly, honestly, and professionally, and actively promotes team working and building strong working relationships	3	All values must be assessed at the interview/ assessment stage using various methods e.g., open questions and scenarios
	Patients are always first. Drives service improvements. Strong self-awareness with a desire to grow.	3	
	Treats all with compassion and kindness. Ensures everyone feels valued.	3	
	Consults others and listens to their views/opinions. Enables others to take the initiative	3	

CATEGORY	CRITERIA	Weight	HOW ASSESSED
2. EDUCATION, QUALIFICATIONS & TRAINING eg Education, professional qualifications	NVQ Level 3 or General Level of Education to GCSE	3	Application form / interview
	ECDL or Equivalent	3	Application form / interview
	A recognised secretarial qualification or equivalent admin/clerical experience	3	Application form / interview
3. EXPERIENCE eg Breadth of occupational experience	Experience of working in a front-line service such as reception	3	Application form / interview
	Ability to navigate the internet and to use email systems	3	Application form / interview
	Proficient in using Word and data entry/electronic databases	2	Application form / interview
	Experience of working in a team and an office environment	3	Application form / interview
4. SKILLS, ABILITIES & KNOWLEDGE eg Communication skills, excellent organisation skills, keyboard skills, high motivation, Special knowledge requirements e.g. NMC Code of Conduct, regulations etc.	Non-judgmental attitude and able to work under pressure	3	Interview
	Flexible and able to cover sickness and annual leave	3	Interview
	Excellent communication skills, friendly, helpful and a positive supportive approach when dealing with a wide range of people	3	Interview
	Physically capable to perform duties associated with the post including use of computer display equipment and keyboard	3	Interview
	Willingness to undertake further training and develop in a changing environment	3	Interview