

PERSON SPECIFICATION: Neighbourhood Team Clerical Officer

	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
Education/Qualifications	To GCSE standard (must have Maths and English Grade C or above) or equivalent.	ECDL or equivalent. RSA /NVQ or City & Guilds qualification in administration or equivalent.	Application Form Portfolio Interview References
Experience	Application Form Interview References Portfolio		
Skills and Abilities	Excellent interpersonal skills. The ability to work as part of a team. The ability to work to deadlines. The ability to show diplomacy tact and confidentiality. Good attention to detail.	Computer skills for the use of presentations, reports and statistical analysis e.g. PowerPoint, Excel and Word programmes.	Application Form Interview References
Work Related Circumstances	To be able to travel around the area of work		DBS check Pre-employment checks

Prepared By:
Business Manager
Bolton NHS Foundation Trust

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