

### PERSON SPECIFICATION

**Directorate:** Medicine Directorate

**Job Title:** Assistant Medical Secretary

**Grade:** Band 3

PERSON SPECIFICATION	ESSENTIAL	DESIRABLE
<b>EDUCATION AND QUALIFICATIONS</b>		
RSA stage 2/3 or equivalent Medical Typewriting/Word Processing skills		√
GCSE in English and Mathematics or equivalent	√	
<b>SKILLS, KNOWLEDGE AND ABILITIES</b>		
Ability to effectively communicate both verbally and in writing to a wide range of people	√	
Ability to organise, prioritise and manage workload without supervision	√	
Ability to meet tight time schedules and deadlines	√	
Understanding of Health Records		√
Excellent telephone manner	√	
Medical terminology		√
Computer skills	√	
<b>EXPERIENCE</b>		
Previous NHS/healthcare experience		√
Audio-typing		√
Previous secretarial experience or equivalent	√	
Working under pressure	√	
<b>PERSONAL ATTRIBUTES</b>		
Excellent interpersonal skills	√	
Ability to work as part of a team	√	
Attention to detail	√	
Professional approach to work and colleagues	√	
Flexible and reliable	√	
<b>OTHER FACTORS</b>		
Ability to fulfil the travel requirements of post	√	