

# WASHWAY ROAD MEDICAL CENTRE

## PERSON SPECIFICATION

**Post: Medical Secretary**

**Grade: AfC equivalent band 4 (2017/18 rate £18786 - £22683 pro rata)**

Candidates must be able to demonstrate the following:	Essential	Desirable	Appl'n	Interview	Refs
Excellent written and verbal communication skills;	✓				
Excellent inter-personal skills;	✓				
Good listening skills;	✓				
Clear, legible handwriting;	✓				
Accurate work with good attention to detail;	✓				
Good general education including formal school qualifications;	✓				
Evidence of further study/self-development within the last 5 years;	✓	✓			
RSA 2 or equivalent word processing qualification;	✓	✓			
ECDL qualification;		✓			
AMSPAR level 2 certificate/diploma in medical administration/terminology or equivalent experience;	✓	✓			
Previous secretarial experience;		✓			
Experience using digital dictation system;		✓			
Experience using EMIS Web software;		✓			
Experience of using NHS Choose & Book system;		✓			
Experience of working across organisations;	✓				
Experience of dealing with the public;	✓				
An understanding of basic Health & Safety issues;	✓				
Show tact, diplomacy and treat others with sensitivity, empathy and caring;	✓				
Ability to use common sense/be resourceful;	✓				
Ability to work on own initiative;	✓				
Ability to remain calm under pressure;	✓				
Ability to work in a busy environment and prioritise;	✓				
Flexibility in attitude and working patterns;	✓				
Willingness to learn/undertake training as appropriate to the post;	✓				
Express a desire to help others;	✓				
Ability to work willingly as part of a team;	✓				
Understanding of confidentiality issues in general practice;	✓				
Smart and tidy appearance;	✓				
Assessed as fit for work through Occupational Health Service;	✓				
Some local knowledge;		✓			
Good time-keeping and attendance record;	✓				
Able to work the stated hours.	✓				