

Specimen Person Specification – Medical Secretary

Job Title:	Medical Secretary
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Qualifications	Essential	Desirable
Good standard of general education	✓	
GCSE Mathematics C or above	✓	
GCSE English C or above	✓	
RSA II Word Processing/Information Technology	✓	
European Computer Driving Licence (ECDL)		✓
AMSPAR Diploma		✓

Experience	Essential	Desirable
Experience of MS Office, Web and E-mail	✓	
Experience of working within a medical environment		✓
Experience of Choose and Book system		✓

Skills	Essential	Desirable
Excellent communication skills (Written and Oral)	✓	
IT skills	✓	
Audio typing	✓	
Time Management and the ability to work to deadlines	✓	
Problem solving skills	✓	
Interpersonal skills	✓	
Multitasking	✓	

Behaviours	Essential	Desirable
Smart, polite and confident	✓	
Planning and organising	✓	
Performing under pressure	✓	
Adaptability	✓	
Team working	✓	
Self motivated	✓	
Flexibility	✓	
Confidentiality	✓	

Knowledge	Essential	Desirable
Knowledge of READ codes		✓
Knowledge of SystmOne Clinical System		✓