RECRUITMENT AND SELECTION STANDARDS

PERSON SPECIFICATION FORM

Post Title/Grade**:** Ward Admin Assistant – Band 3

### Department/Ward: NHS Fife

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|  | **ESSENTIAL** | **DESIRABLE** | **MEASURE** |
| **Experience** | Relevant administrative / clerical experience within a large organisation. | Experience of working within a hospital environment. | Application form and interview. |
| **Qualifications/**  **Training** | Standard Grades or equivalent (including English) | RSA or SCOTVEC modules | Application Form |
| **Knowledge** | Working knowledge of Office 365 (Outlook, Word, Excel) | Working knowledge of SSTS | Application Form and Interview |
| **Skills** | Should possess a level of English Language competency and communication skills both written and oral to perform this role safely and effectively.  Commitment to personal development.  Excellent Communication and Interpersonal Skills.  Organisational Skills.  Numeracy Skills |  | Application Form and Interview |
| **Aptitude** | Professional demeanour.  Friendly and helpful.  Confident but willing to learn.  Ability to use own initiative.  Ability to work to deadlines.  Flexible attitude to work.  Adapt readily to change. |  | Application form and interview. |
| **Other**  **e.g. Team Player, Be able to travel** | Ability to work as part of a team. | Pleasant manner. | Application form and interview. |