Person Specification

POST/GRADE: Personal Secretary, Band 4

LOCATION: University Hospital Ayr

WARD/DEPARTMENT: Acute Services, Medical Directorate

The Person Specification should meet the demands of the job and comply with current legislation. Setting unnecessary standards may, for example, unfairly discriminate against one sex, the disabled or minority racial groups. Applicants should be assessed in relation to their ability to meet the real requirements of the job as laid down in the job description. Shortlisted candidates MUST possess all the essential components as detailed below

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| Factor | Essential | Desirable |
| Qualifications &  Experience | HNC level or equivalent experience.  Previous Secretarial  experience required –  Preferably gained in similar environment.  5 National/Standard grades or  similar including English | Experience in a healthcare  environment  Familiar with  medical  terminology  Experienced in Minute  Taking  Familiarity with Datix, SSTS and eESS |
| Circumstances &  flexibility | Calm discrete personality.  Ability to work on own initiative.  Sensitive approach to dealing  With patients and colleagues.  Confidentiality |  |
| Particular  requirements of  the post | Prioritisation & organisation  skills  Good typing speed  Microsoft Word and Office  Good communication skills |  |
| Level of  Disclosure check  required | Basic |  |