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 environmentFamiliar with medical terminologyExperienced in Minute TakingFamiliarity 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 skillsGood typing speedMicrosoft Word and OfficeGood communication skills |  |
| Level of Disclosure check required | Basic |  |