PERSON SPECIFICATION

# CLERICAL OFFICER

|  |  |  |
| --- | --- | --- |
|  | **Essential** | **Desirable** |
| EDUCATION | * High standard of literacy
 |  |
| EXPERIENCE | * Advanced keyboard skills
* Medical terminology
* NHS Experience in a laboratory environment
 |  |
| TECHNICAL | * High level of competence in office IT Software
* Minimum typing speed of 50 wpm.
 |   |
| PERSONAL QUALITIES | * Ability to work on own initiative as well as part of a team.
* Ability to operate with a high level of autonomy.
* Good communication (written and verbal) and interpersonal skills.
* Good organisational and time management skills.
* Able to work in high throughput environment.
* Ability to deal with highly confidential/sensitive issues in an appropriate manner.
 |  |