PERSON SPECIFICATION

# CLERICAL OFFICER

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|  | **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. |  |