|  |  |
| --- | --- |
| **Employee Specification – Ward Secretary (Bank)** |  |

St Gemma’s is an equal opportunities employer and promotes the equality of access to employment. St Gemma’s Bank Secretaries are required to follow the specific Personnel policies supporting recruitment & selection.

| **Attributes** | **Essential** | **Desirable** | **How identified****Interview = I****Application form = A** |
| --- | --- | --- | --- |
| **Experience** |  |  |  |
| Secretarial experience | ✓ |  | I & A |
| Medical secretarial experience |  | ✓ | I & A |
| Audio typing |  | ✓ | I & A |
| Databases |  | ✓ | I & A |
| Minute taking |  | ✓ | I & A |
| **Knowledge** |  |  |  |
| In-depth knowledge to an intermediate level of Microsoft Outlook/Word | ✓ |  | I & A |
| Basic knowledge of Excel/PowerPoint |  | ✓ | I & A |
| **Qualifications/Training** |  |  |  |
| Evidence of having undertaken formal IT training | ✓ |  | I & A |
| RSA/OCR Level 2 in Typing & Word-processing or equivalent |  | ✓ | A & Certificates |
| RSA/OCR Level 3 in Typing & Word-processing or equivalent |  | ✓ | A & Certificates |
|  |  |  |  |
| **Skills/Abilities** |  |  |  |
| Good prioritising, admin and organising skills | ✓ |  | I & A |
| Good written and verbal communication skills | ✓ |  | I & A |
| Excellent telephone manner | ✓ |  | I & A |
| Ability to use own initiative | ✓ |  | I |
| Ability to work as part of a team | ✓ |  | I |
| Ability to work with minimal supervision | ✓ |  | I |
| **Personal Attributes** |  |  |  |
| Good interpersonal skills | ✓ |  | I |
| Flexible | ✓ |  | I |