

ELY BRIDGE SURGERY

PERSON SPECIFICATION

Clerical Officer

	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
Qualifications	<ul style="list-style-type: none"> ○ Literate and numerate, to be able to follow written procedures/instructions ○ Educated to A level or equivalent 	<ul style="list-style-type: none"> ○ AMSPAR ○ ECDL 	Application form References Interview Certificates
Experience	<ul style="list-style-type: none"> ○ 2 years experience of an office environment ○ Working to deadlines 	<ul style="list-style-type: none"> ○ 3 years Data Officer experience ○ Experience of working in NHS ○ Experience of working under Data Protection rules 	Application form Interview References
Skills	<ul style="list-style-type: none"> ○ Information technology skills, specifically Microsoft Word, Excel, Outlook, Windows ○ Excellent accurate data entry skills ○ Excellent organisational and prioritisation skills. ○ Excellent keyboard skills ○ Ability to work under pressure and to tight timescales ○ Good literacy skills ○ Ability to communicate well at all levels. 	<ul style="list-style-type: none"> ○ Advanced keyboard skills ○ Clinical software skills (specifically Premiere Synergy) 	Application form Interview References
Special Knowledge	<ul style="list-style-type: none"> ○ Ability to work with a wide variety of tasks 	<ul style="list-style-type: none"> ○ Knowledge of medical terminology ○ Experience of scanning documents ○ Knowledge of Laboratory Tests 	
Personal Qualities (Demonstrable)	<ul style="list-style-type: none"> ○ Flexible/reliable and enthusiastic. ○ Team player ○ Conscientious ○ Detail orientated ○ Ability to cope with demanding workload 		Application form Interview References
Other	<ul style="list-style-type: none"> ○ Committed to providing a quality service ○ Able to work at the desired times 	<ul style="list-style-type: none"> ○ A flexible approach to duties and working hours ○ Welsh speaker ○ Non Smoker 	Interview