

Person Specification

Post: Outpatients Clerk

| Attributes | Essential | Desirable | Method of Assessment |
|---------------------------------|---|---|-------------------------|
| Education/Qualifications | <ul style="list-style-type: none"> • 5 GCSE's or equivalent | | Application Form |
| Skills/Ability/Knowledge | <ul style="list-style-type: none"> • Good written and verbal communication skills • Good interpersonal skills • Maintenance of patient confidentiality • Good timekeeping • Able to work shift patterns • Adaptability/flexibility • Reliability • Able to work within a multidisciplinary team | <ul style="list-style-type: none"> • Competency in Excel | Application & Interview |
| Experience | <ul style="list-style-type: none"> • Work experience • Previous experience in a healthcare setting | | Application Form |
| Disposition | <ul style="list-style-type: none"> • Work well in a busy environment • Good common sense • Commitment to patient welfare | | Interview |
| Physical | <ul style="list-style-type: none"> • Neat and tidy and presentable • Good general health and signed fit by Occupational Health to perform tasks as per the Job Description | | Interview |