

## Medical Secretary Person Specification

	Essential	Desirable
Qualifications, experience and background	<p>Grade C or above in GCSE Maths and English</p> <p>Experience of dealing with confidential and sensitive data and appropriate maintenance and storage of records.</p> <p>Experience of administrative work</p> <p>Experience of working in a healthcare setting as a medical secretary</p> <p>Experience of team-working</p> <p>Experience of using Microsoft Office</p>	<p>RSA qualification in typing or equivalent</p> <p>Experience as a typist</p> <p>Experience working in general practice</p>
Specific knowledge/skills (technical)	<p>Knowledge of medical terminology</p> <p>Strong IT skills including a high level of proficiency in software programmes such as Word, Power Point, Excel, Access and Outlook</p> <p>Excellent written and verbal communication skills to draft letters, briefing notes etc. and high attention to detail</p> <p>Ability to manage a heavy and demanding workload and work under pressure to meet deadlines</p>	<p>NHS specific IT system experience such as SystmOne, ERS, and DXS</p> <p>Understanding of NHS services</p>
Personal attributes	<p>Confident and proactive with the ability to work using own initiative and judgement and know when it is reasonable to do so</p> <p>To be an independent learner</p> <p>Commitment to continuous professional development and ability to learn new skills quickly</p>	
Team and management skills	<p>Ability to take own initiative as appropriate and also to work as a member of a team</p> <p>Willingness to adopt a flexible and collaborative approach to tasks</p>	