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**Person Specification – Team Secretary**

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| **Criteria**  | **Essential** | **How identified** | **Desirable** | **How identified** |
| **Qualifications****(Academic/Professional)** | Specific accredited secretarial or qualification/experience Specific accredited typing or transcription qualification/experience | Application | Knowledge/experience of general practice environment | Application |
| **Previous Experience****(Nature & Level)** | Excellent interpersonal skills including advanced communication skills, both written and verbal | Application/Interview |  |  |
| **Evidence of Particular*** Knowledge
* Skills
* Aptitudes
 | Experience in working to deadlines and prioritising workload Good typing speed and ability to pay attention to detailAbility to prioritise, work to tight and challenging deadlines, and manage complex and multiple pieces of workGood coordination skills for managing bookings etc.Ability to collate information and data etc for reports, other team members to use in their roleAbility to manage time effectivelyExperience of MS Office packages particularly MS Word, Excel, PowerPoint and MS OutlookEnthusiastic with energy and drive, Self-motivated and able to work with minimal direction | Application/Interview |  |  |
| Special Requirements* **Unsociable Hours**
 | Flexible to accommodate the occasional evening meeting according to the needs of the organisation | Application/Interview |  |  |
| Travelling* **Driving Licence**
 | Full driving licence and the ability to travel between locations | Application/Interview |  |  |