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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 detail  Ability to prioritise, work to tight and challenging deadlines, and manage complex and multiple pieces of work  Good coordination skills for managing bookings etc.  Ability to collate information and data etc for reports, other team members to use in their role  Ability to manage time effectively  Experience of MS Office packages particularly MS Word, Excel, PowerPoint and MS Outlook  Enthusiastic 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 |  |  |