

**WESTERN ROAD SURGERY – SECRETARIAL PERSON SPECIFICATION**

<b>FACTOR</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>	<b>DETERMINED BY</b>
Education	Good basic education Literate Numerate		Application, Interview and Test
Knowledge/Experience	Secretarial background Audio transcription Computer literacy with particular experience of Microsoft Word	Use of Microsoft Excel or similar application Experience of working in GP Surgery/medical environment	Application, Interview and Test
Skills and Aptitudes	Able to prioritise workload Good communication skills Good organisational skills Able to work under pressure Flexible and adaptable Must be dependable, reliable and able to work as part of a team or independently		Application & Interview
Personal Attributes	Well presented Ability to self motivate Ability to be assertive without being aggressive or insensitive Good sense of humour Friendly and approachable personality Good understanding of the importance of confidentiality and the implications of non compliance	Interest in personal development	Interview
Other Factors	Good attendance record with previous employers		Interview & References