

Person Specification



Job Title: Ward Clerk

Department: Corporate Resources

Location: Warwick Myton Hospice

Responsible to: Medical Administration Team Manager

Date: August 2023

Attributes	Essential	Desirable
Educational / Professional Qualifications	English and Maths GCSE Grade C or above (or equivalent) RSA I or equivalent speed and accuracy	RSA II or equivalent speed and accuracy
Previous Experience	Ability to plan, organise and prioritise own workload and work to tight deadlines Experience of providing effective administration support within a busy team in a clinical setting Experience of entering, retrieving and analysis of data from databases, including Microsoft Word and Excel Experience of using a clinical database	Production of reports and statistics for monitoring and review
Skills and Attributes	Excellent verbal and written communications skills Friendly and professional telephone manner to support the above Good typing skills & telephone manner Working knowledge of Microsoft Office – Word and Excel	

	<p>Knowledge of and skills in using clinical databases</p> <p>Ability to prioritise tasks</p> <p>Ability to work under pressure</p> <p>Demonstrate understanding of patient confidentiality</p> <p>Self-motivated, ability to initiate and complete both routine and non-routine work as required</p> <p>Ability to respond effectively to working alone or in a team</p> <p>Ability to remain calm under pressure, especially when dealing with patients, families and carers and other staff and key stakeholders at all levels</p> <p>Conscientious and hard-working and willing to espouse Myton's values</p> <p>Honest and reliable</p> <p>To be able to adapt to change</p> <p>Flexible</p>	
Other	The right to work in the UK	