

**Treetops Hospice  
Person Specification**

**Post:** Hospice at Home Clerical Co-ordinator

	<b>Essential</b>	<b>Desirable</b>	<b>How Assessed</b>	<b>Office Use</b>
<b>Qualifications and Experience</b>	5 GCSEs at level C or above including Maths and English  Experience of working with Microsoft Office suite, Outlook and databases  Experience of working in a busy environment	Experience in a clinical setting	Application/Certificates  Application/Certificates  Application /Interview	
	<b>Essential</b>	<b>Desirable</b>	<b>How Assessed</b>	
<b>Skills and Ability</b>	Time management skills  Organisational Skills  Able to work accurately and methodically while also being able to respond to requests that require immediate action	Understanding of Information governance and Data Protection.	Application/interview  Application/interview  Interview	

	<b>Essential</b>	<b>Desirable</b>	<b>How Assessed</b>	
<b>Knowledge</b>	<p>Thorough working knowledge of Microsoft Office suite:</p> <ul style="list-style-type: none"> <li>- Word processing – including tables, letters, mail merge</li> <li>- Spread sheets – including inputting and manipulating data</li> <li>- Database – including inputting data, creating queries, forms, tables, reports</li> <li>- Outlook – including email, diary management</li> <li>- Use of internet search engines</li> </ul>	<p>Awareness of Treetops Hospice and the work we do</p> <p>Knowledge of SystemOne patient database</p>	<p>Certificates Application Interview exercise</p>	
	<b>Essential</b>	<b>Desirable</b>	<b>How Assessed</b>	
<b>Personal Attributes</b>	<p>Hardworking and an effective team player</p> <p>Excellent verbal and written communication skills</p> <p>Ability to work autonomously</p> <p>Ability to self-motivate</p> <p>Ability to build friendly yet professional relationships</p> <p>Ability to work well under pressure</p> <p>Sensitive, Supportive, Caring, Manner</p>		<p>Application Interview</p> <p>Application Interview</p> <p>Application Interview</p> <p>Interview</p> <p>Interview</p> <p>Interview</p> <p>Interview</p>	