

PERSON SPECIFICATION

Criteria	Essential	Desirable
Experience	At least 2 years previous experience in a customer focused reception/administrative role	Previous experience in general practice or other medical environment
Knowledge/skills	Sound working knowledge of Microsoft applications IT proficient	Vision or other clinical system experience Medical Terminology
Qualifications		HNC or similar qualification gained in secretarial or administration studies
Personal Qualities	Excellent Team Player as well as able to use their own initiative Possess excellent communication and time management skills Understands the need for discretion and patient confidentiality at all times Self motivated and enthusiastic in their approach to the role Conscientious with an excellent eye for detail Resilient in nature and can adapt well to change when required Able to work well under pressure	Willing to respond to a range of challenges
Other	Flexibility within the working week to cover periods of holiday/sick leave Friendly and warm in manner Smart in appearance	Driving Licence