|  |  |  |
| --- | --- | --- |
| Practice Administrator - Person Specification | | |
|  | **Essential** | **Desirable** |
| **Academic/**  **Vocational Qualifications** | Educated to GCSE level standard |  |
| **Experience** | Excellent Customer Focus skills  Experience of Microsoft Office software  Data Processing skills | Experience of SystmOne clinical system |
| **Knowledge/ Skills** | Advanced numeracy skills  Excellent keyboard and computer skills  Excellent communication skills  Excellent written and verbal communication skills | Working knowledge of Clarity Team Net |
| **Qualities/ Attributes** | A good team player  Able to demonstrate enthusiasm to developing new skills  An understanding, acceptance and adherence to the need for strict confidentiality  Ability to use own judgement, resourcefulness and common sense  Ability to work without direct supervision and determine own workload priorities  Pleasant and articulate  Able to work under pressure  Able to work in a changing environment  Able to use own initiative |  |
| **Other** | Flexibility of working hours/ able to work at the desired times  Car driver/clean licence | Experience of Primary Care |