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| Practice Administrator - Person Specification |
|  | **Essential** | **Desirable** |
| **Academic/****Vocational Qualifications** | Educated to GCSE level standard |  |
| **Experience** | Excellent Customer Focus skills Experience of Microsoft Office softwareData Processing skills | Experience of SystmOne clinical system  |
| **Knowledge/Skills** | Advanced numeracy skillsExcellent keyboard and computer skillsExcellent communication skillsExcellent written and verbal communication skills | Working knowledge of Clarity Team Net |
| **Qualities/Attributes** | A good team playerAble to demonstrate enthusiasm to developing new skillsAn understanding, acceptance and adherence to the need for strict confidentialityAbility to use own judgement, resourcefulness and common senseAbility to work without direct supervision and determine own workload prioritiesPleasant and articulateAble to work under pressureAble to work in a changing environmentAble to use own initiative |  |
| **Other**  | Flexibility of working hours/ able to work at the desired timesCar driver/clean licence | Experience of Primary Care |