PERSON SPECIFICATION

**JOB TITLE: ADMINISTRATIVE ASSISTANT**

**REPORTS TO: ADMINTEAM LEADER (daily supervision)**

**PRACTICE MANAGER (directly responsible to)**

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| ESSENTIAL | DESIRABLE |
| **Qualifications Required**  \*Good standard of education | \*NVQ in an associated field |
| **Experience Required** | \*Experience of an Admin role within a Primary Care Setting.  \*Experience of basic clerical duties and office procedures |
| **Knowledge and Skills Required**  \*The ability to keep the practice premises clean and tidy, minimising healthcare associated infection.  \*The ability to understand and apply Practice policies, standards and guidance.  \*Excellent keyboard skills. | \*A working knowledge of the SystmOne computer system. |
| **Personal Attributes**  \*Be flexible and able to work up to full time to cover sick leave and annual leave.  \*A good standard of personal presentation.  \*An understanding, acceptance and adherence to the need for strict confidentiality.  \*Demonstrate initiative, working without direct supervision.  \*Resourcefulness and common sense.  \*Able to respond to a demanding environment.  \*Able to identify risks and alert individuals as necessary.  \*Ability to work as part of a multi-skilled team.  \*Organised and reliable.  \*Have good listening, communication and observation skills. Pleasant and articulate.  \*Be caring and have a warm and friendly nature. |  |

**Statement**

This person specification is issued as a guideline to assist you in your duties, it is not exhaustive and we would be pleased to discuss any

constructive comments you may have. Because of the evolving nature and changing demands of our business, this person specification

may be subject to change. You may, on occasions, be required to undertake additional or other duties within the context of this person

specification, and according to the needs of the company.