

Dr Dineen and Partners

SURGERY RECEPTIONIST/DATA ENTRY CLERK

PERSON SPECIFICATION

ATTRIBUTE	ESSENTIAL	DESIRABLE
General Education	Literate and Numerate	AMSPAR Certification
Computer Skills	Computer Literate/willing to train in IT systems	European Computer Driving Licence or equivalent qualification
Telephone Skills	Clearly spoken, sympathetic approach	Previous experience
People Skills	Calm, helpful, sympathetic approach	Previous experience
Confidentiality	Total adherence to Practice Code	
Appearance	Willing to adhere to dress code of the Practice	
Physical stamina	Physically able to access notes; standing/walking for periods up to 5 hours	
Geographical Flexibility	Able to work at either surgery	Driving licence and access to vehicle
Previous Experience		NHS or medical background or knowledge of medical terminology