

**THE NEW FOLLY SURGERY**

**PERSON SPECIFICATION**

**RECEPTIONIST/ADMINISTRATOR 'FLOAT'**

<b>ESSENTIAL</b>	<b>DESIRABLE</b>
Excellent communication skills	NHS or recent Practice experience
Ability to work as part of a team and use initiative	Experience of dealing with the public/patients
IT literate	Experience in using SystemOne clinical software
Familiar with email and the internet	Formal qualification in IT
Ability to work hours as stated	
Provide cover for work colleagues	
Ability to work autonomously and initiate/self-direct own workload	
An understanding, acceptance and adherence to the need for strict confidentiality	
Ability to understand and learn new administrative procedures	
Good sickness record (e.g. max 3 episodes in last 12 months)	
Checkable employment history up to 3 years	
Pleasant and articulate	
Car driver/clean licence	