

BRYNDERWEN AND MINSTER SURGERIES

PERSON SPECIFICATION – DATA ENTRY CLERK

Employees of the Practice may not also be registered as a patient at the Practice – you will be required to register elsewhere if registered at the Practice.

	Essential	Desirable
Education / Qualifications	<ul style="list-style-type: none">• Good standard of education	<ul style="list-style-type: none">• ECDL or equivalent• AMSPAR Dip in Medical Reception or equivalent
Experience	<ul style="list-style-type: none">• Ability to communicate information clearly	<ul style="list-style-type: none">• Previous experience in a Primary Care environment• Previous administrative experience
Abilities / Skills	<ul style="list-style-type: none">• Good communication skills• Ability to use initiative and meet deadlines• Polite, professional manner• Ability to perform well under pressure• Ability to work flexibly either as part of a team or using own initiative• Articulate and motivated team worker• Knowledge of IT systems• Ability to work in a changing environment	<ul style="list-style-type: none">• Proven ability to deal with customers face-to-face or over the telephone effectively and courteously
Knowledge	<ul style="list-style-type: none">• Ability to follow protocol• Ability to take and follow instruction• Understanding of confidentiality	<ul style="list-style-type: none">• Knowledge of VISION clinical software• Knowledge of medical terminology
Personal Attributes	<ul style="list-style-type: none">• Flexible to the needs of the Practice and role• Demonstrate a commitment to high standards of work• Accurate in all aspects of work• Excellent attention to detail• Willingness to work under direction• Reliable with excellent time keeping• Pleasant, tolerant and personable• Smart appearance	