

PERSON SPECIFICATION

RECEPTIONIST

1. Qualifications

A good standard of education
Computer Literate

2. Experience

Experience of working in a public reception environment
Experience of telephone switchboard operation
Experience of dealing with the public/patients

3. Knowledge/Skills

Excellent keyboard and computer skills
Excellent communication skills

4. Qualities/Attributes

An understanding, acceptance and adherence to the need for strict confidentiality
Ability to use own judgement, resourcefulness and common sense
Ability to work without direct supervision and determine own workload priorities
Ability to work as part of an integrated multi-skilled team
Pleasant and articulate
Able to work under pressure
Able to work in a changing environment
Able to use own initiative

5. Other

Flexibility of working hours/ able to work at the desired times
Experience of Primary Care