

Practice Administrator
Person specification

Essential	Desirable
O'level/GCSE English Language and Maths or equivalent numeracy and literacy skills	Knowledge of working within an NHS environment
Confident in use of computer and email	Ability to prioritise and use initiative with minimum supervision
Flexibility (to be able to cover other members of staff within the practice)	Clean full driving licence and access to vehicle
Ability to work as part of a team	
Appreciation of confidentiality and discretion	
Methodical and accurate	
Well organised and reliable	
Excellent verbal communication skills at all levels	
High expectation of self and others	