

Reception Team Leader
Person specification

Essential	Desirable
Educated to A level standard with proven competency in English and Mathematics	Knowledge of working within an NHS environment
Confident in use of computer and email	Clean full driving licence and access to vehicle
Experience of working on front line reception	
Experience of staff management	
Ability to work as part of a team	
Calm and unflappable	
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	
Flexibility (to be able to cover other members of staff within the practice)	
Ability to prioritise and use initiative with minimum supervision	