

CLIFTON MEDICAL PRACTICE

PERSON SPECIFICATION

Job Title: Part Time Receptionist

CRITERIA Justifiable as necessary for safe and effective performance in the job	ESSENTIAL A clear definition of the necessary Criteria	DESIRABLE Where available, elements that contribute to improved/immediate performance in the job
Interpersonal skills	Ability to communicate at all levels. Good telephone manner and customer care skills.	NVQ in customer care
Experience	Experience of working with public Experience of filing systems. Experience of working in demanding environment. Previous office experience.	Previous experience in Health Service.
Qualifications/Education	Good general education.	Computer qualifications.
Teamwork	Ability to work as a team member. Ability to carry tasks through to completion.	
Knowledge	Confidentiality. Data Protection	
Skills	IT skills Accuracy. Ability to be flexible & discreet.	

Last Reviewed: July 2020 Reviewed: March 2021

Due for Review: March 2022