

# Tweeddale Medical Practice

## Receptionist

### Person Specification

<b>QUALIFICATIONS</b>	<b>Essential</b>	<b>Desirable</b>
<ul style="list-style-type: none"><li>• Good standard of general education</li></ul>		✓

<b>EXPERIENCE</b>	<b>Essential</b>	<b>Desirable</b>
<ul style="list-style-type: none"><li>• Previous experience of office duties</li></ul>		✓
<ul style="list-style-type: none"><li>• Previous experience of working with the public</li></ul>		✓
<ul style="list-style-type: none"><li>• Previous experience in healthcare/general practice environment</li></ul>		✓
<ul style="list-style-type: none"><li>• Experience of Windows/Microsoft Office software</li></ul>		✓

<b>KNOWLEDGE &amp; SKILLS</b>	<b>Essential</b>	<b>Desirable</b>
<ul style="list-style-type: none"><li>• IT Skills</li></ul>	✓	
<ul style="list-style-type: none"><li>• Excellent communication skills (written application)</li></ul>	✓	
<ul style="list-style-type: none"><li>• Excellent communication skills (oral at interview)</li></ul>	✓	
<ul style="list-style-type: none"><li>• Understanding of confidentiality &amp; data protection</li></ul>	✓	
<ul style="list-style-type: none"><li>• Ability to work on own and as part of a team</li></ul>	✓	
<ul style="list-style-type: none"><li>• Organisational skills</li></ul>	✓	

<b>DISPOSITION (e.g. personal skills)</b>	<b>Essential</b>	<b>Desirable</b>
<ul style="list-style-type: none"><li>• Flexibility with working hours/overtime</li></ul>		✓
<ul style="list-style-type: none"><li>• Enthusiastic/Motivated</li></ul>	✓	
<ul style="list-style-type: none"><li>• Performing under pressure</li></ul>	✓	
<ul style="list-style-type: none"><li>• High standards for ensuring accuracy</li></ul>	✓	
<ul style="list-style-type: none"><li>• Approachable and pleasant manner</li></ul>	✓	