

Grimethorpe Surgery

Person Specification for Medical Receptionist Post

Criteria	Essential	Desirable
Appearance & Presentation		
Smart, presentable appearance		Yes
Knowledge & Experience		
Previous office/admin experience	Yes	
Previous reception experience		Yes
Previous experience of filing	Yes	
Previous experience of working in General Practice		Yes
Previous experience of working with computer systems/IT	Yes	
Previous experience with Emis clinical system		Yes
Skills & Qualities		
Caring/empathetic manner	Yes	
Good telephone manner	Yes	
Excellent Communication skills, both written and verbal	Yes	
Ability to work independently		Yes
Methodical, systematic approach to work		Yes
Have an understanding of confidentiality rules	Yes	
Work effectively within a team	Yes	

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Person Specification for Medical Receptionist Post

Criteria	Essential	Desirable
Other		
Ability to work flexibly & at short notice (to cover sickness absence etc)	Yes	