

FROME VALLEY MEDICAL CENTRE

PERSON SPECIFICATION

<u>Skills and Abilities</u>	<u>Knowledge and Experience</u>	<u>Personal Attributes</u>
<p>Essential</p> <p>Excellent administrative, organisational and prioritisation skills and the ability to thrive in a challenging environment</p> <p>Ability to work cohesively with others organising workload and priorities to deliver work which meets agreed deadlines</p> <p>Ability to forward plan as well as consider and respond to consequences as a result of last minute change</p> <p>Strong interpersonal skills including the ability to relate well to others, communicate confidently with colleagues across the organisation and establish positive relationships across a wide range of stakeholders</p> <p>Resourceful, self-reliant and able to use common sense and own judgement</p> <p>Excellent IT and presentation skills</p> <p>Excellent attention to detail and to be able to problem solve.</p>	<p>Essential</p> <p>At least 2 years proven administrative experience supporting others</p> <p>GCSE English and Maths at Grade C or above</p> <p>Proven experience of using Microsoft Word, Excel and E:mail in a work setting.</p> <p>Experience of working on a bespoke or off the shelf database</p> <p>Proven experience of dealing with working with the general public</p> <p>Desirable</p> <p>Experience of working within a highly confidential environment.</p> <p>Proven experience of using EMIS and Docman.</p> <p>Experience working within a primary care setting.</p>	<p>Essential</p> <p>Professional and customer orientated approach</p> <p>Discreet, diplomatic and reliable with high personal standards</p> <p>Flexible, adaptable and able to embrace and implement change</p> <p>Friendly, helpful and calm.</p>