

Banbridge Group Surgery

PERSON SPECIFICATION

MEDICAL RECEPTIONIST		
	Essential	Desirable
Academic/ Vocational Qualifications	Good standard of education 5 GCSE passes (or equivalent) at Grade C or above including English and Mathematics	IT qualifications: ECDL, RSA, CLAIT, IBT
Experience	Customer service experience	GP Surgery/NHS experience
Knowledge/ Skills	Excellent communication and interpersonal skills Keyboard and computer skills	
Qualities/ Attributes	Ability to work as part of a team Ability to use own initiative and judgement resourcefulness and common sense Ability to work under pressure/stress management	