

# *Banbridge Group Surgery*

## **PERSON SPECIFICATION**

<b>MEDICAL RECEPTIONIST</b>		
	<b>Essential</b>	<b>Desirable</b>
<b>Academic/ Vocational Qualifications</b>	Good standard of education  5 GCSE passes (or equivalent) at Grade C or above including English and Mathematics	IT qualifications: ECDL, RSA, CLAIT, IBT  GDPR/Data protection training.
<b>Experience</b>	Previous Administrative Experience	GP Surgery/NHS experience
<b>Knowledge/ Skills</b>	Excellent communication and interpersonal skills  Keyboard and computer skills	
<b>Qualities/ Attributes</b>	Ability to work as part of a team  Ability to use own initiative and manage own workload  Resourcefulness and common sense  Ability to work under pressure/stress management	