

FAVERSHAM MEDICAL PRACTICE

Faversham Health Centre · Bank Street · Faversham · Kent · ME13 8QR

Tel: 01795 905577

Website: www.favershammedicalpractice.nhs.uk

DR D J MOORE
DR G GUPTA
DR G SMITH
DR G STERN

DR N C L TAN
DR L GEORGE
DR D TITTERTON

DR C BAKER
DR C RICKARD
DR C BATTISTI
DR D WHEELER

Person Specification – Office Assistant (Care Coordinator)

ESSENTIAL (Qualifications)	DESIRABLE (Qualifications)
• English and Maths GCSE grade C or above.	• Formal qualification in IT (e.g. CLAIT, ECDL).
ESSENTIAL (PERSONAL)	DESIRABLE (PERSONAL)
• Good sickness record (e.g. max 3 events in last 12 months).	• Checkable employment history > 3 years.
• Good communicator (verbal & written) both upwards and downwards, using a wide range of media i.e. Phone, Email or Face to Face	• Evidence of job stability (e.g. < 2 employers in last 10 years).
• Be able to evidence excellent organisational skills	
• Willing to wear a uniform if required	
• Punctual and ready to start work at allocated time.	
• Able to show examples of a flexible approach to working overtime/ extra hours/ covering for other staff in absence or annual leave.	
ESSENTIAL (Experience)	DESIRABLE (Experience)
• Good telephone skills	• Experience in primary care/ NHS / caring profession
• Experience dealing with Patients/Public	• Be able to use a scanner or experience of mass scanning
	• Experience in using EMIS clinical software
ESSENTIAL (Knowledge & Skills)	DESIRABLE (Knowledge & Skills)
• Good IT skills with an understanding of Microsoft office (Outlook & Word), accessing and using the internet and use of Emails.	• Previous use of a database
• Good writing skills and producing letters/emails in a good standard of English.	
• Ability to work in a changing environment and work under pressure.	

Please note: Selection will consider applicants' personal suitability for the role and suitability for working with children.

Any anomalies in the application form will be addressed at the interview.

It is the responsibility of all staff of Faversham Medical Practice to safeguard and promote the welfare of children and vulnerable adults.