

FAVERSHAM MEDICAL PRACTICE

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

Tel: 01795 562011/2 or 01795 562004
Website: www.favershammedicalpractice.nhs.uk

DR D J MOORE
DR G GUPTA
DR C RICKARD

DR N C L TAN
DR C SAWITZKY-ESSER
DR G SMITH
DR C BATTISTI

DR C BAKER
DR L GEORGE
DR D TITTERTON

Person Specification – Administrative Assistant to the Business Manager

ESSENTIAL (Qualifications)	DESIRABLE (Qualifications)
<ul style="list-style-type: none"> GCSE grade A to C in English and Maths or equivalent level. 	<ul style="list-style-type: none"> Formal qualification in IT (e.g. CLAIT, ECDL).
ESSENTIAL (Experience)	DESIRABLE (Experience)
<ul style="list-style-type: none"> Basic or intermediate level of skill with use of email and the internet. 	<ul style="list-style-type: none"> Experience in primary care/NHS/caring profession.
	<ul style="list-style-type: none"> Experience in using EMIS clinical software. Experience of dealing with members of the public. Previous experience in an analytical role.
ESSENTIAL (Knowledge & Skills)	DESIRABLE (Knowledge & Skills)
<ul style="list-style-type: none"> Ability to carry out complex administration and record keeping in an office environment. Excellent organisational and problem solving skills. Excellent literacy skills. Ability to understand and learn new software and administrative procedures. Ability to deal with external organisations in a pleasant and professional manner. Ability to work with a wide variety of tasks. Accurate and thorough approach. Typing skills. Numerate, and IT literate, including use of Word and Excel to at least a basic-to-intermediate level. Good communicator (verbal & written) both upwards and downwards. Evidence of organisational skills. 	<ul style="list-style-type: none"> Knowledge of Health & Safety law.
ESSENTIAL (Other)	DESIRABLE (Other)
<ul style="list-style-type: none"> Good sickness record (e.g. max 3 events in last 12 months). Interest in/aptitude for learning new skills/taking on new challenges. Ability to relate to the interviewing team and exhibits personality to match culture of Practice. Ability to work autonomously and initiate / self-direct own workload. 	<ul style="list-style-type: none"> Checkable employment history > 3 years. Evidence of job stability (e.g. < 2 employers in last 10 years). Ability to work ideal hours as stated. Evidence of recent self-directed learning or development.

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| <ul style="list-style-type: none">• Evidence of the ability to grasp new concepts and work on a self-directed basis. | <ul style="list-style-type: none">• Pay increasing or improved employment with this position. |
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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.