**BROUGHSHANE MEDICAL PRACTICE – Personnel Specification**

Job Title: Medical Receptionist

Location: 76 Main Street, Broughshane BT42 4JA

Grade: Will be dependent on skills and experience

Pension: HSC Pension Scheme available

Term: Permanent

Hours: 24 between hours 08:30-17:30 Monday-Friday

Annual Leave: 22days per year & Statutory leave (pro rata)

We reserve the right to heighten shortlisting criteria dependent upon the calibre of response

|  |  |  |
| --- | --- | --- |
| **Factor** | **Criteria** | **How the information will be obtained** |
| **Essential Criteria** | GCSE English Language and Maths Grade A-C or Equivalent grades, plus 2 year’s administrative experience  Or  NVQ level II in administration plus 2 year’s administrative experience  Or  A minimum of 2 years’ experience of working in General Practice or related environment i.e. hospital    In addition to the above applicants must be computer literate in the use of Microsoft Office and other IT programmes.  An understanding, acceptance and adherence to the need for strict confidentiality  Ability to work as part of an integrated multi-skilled team | Application Form and examination certificates |
| **Desirable Criteria** | * Experience of EMIS General Practice Clinical System * Experience of Medical Terminology  and or read coding * Excellent written and Verbal communication Skills * Ability to use own judgement, resourcefulness and common sense * Pleasant and articulate * Able to work under pressure * Able to work in a changing environment | Application form and Interview |
| **Knowledge** | General Awareness of the role and duties of the post, particularly in relation to GP practice | Interview |
| Other | Smoking is not permitted within the building or car parks  A pre-employment questionnaire / Assessment will be required  Have no restrictions on taking up employment in the UK and have the ability to reliably commute or plan to relocate before starting work. |  |

**Desirable** criteria may be enhanced to become **essential** criteria to enable the formation of manageable shortlists for interview.

**Please note CVs will not be accepted. Please use one additional sheet if needed.**

We are an equal opportunities employer.