

Person specification –Prescription Clerk		
Qualifications	Essential	Desirable
Good general education with English and Maths to GCSE standard or equivalent.	✓	
Experience	Essential	Desirable
At least 2 years previous Secretarial experience	✓	
Competent data collection and data quality	✓	
Working with confidential documents	✓	
Previous knowledge of EMIS		✓
Previous NHS experience		✓
Medical secretarial experience		✓
Skills	Essential	Desirable
Ability to prioritise, delegate and work to tight deadlines in a fast-paced environment	✓	
Excellent communication skills (written, oral and presenting)	✓	
Strong IT skills (generic)	✓	
Excellent keyboard and computer skills	✓	
Ability to manage time and workload	✓	
Effective time management	✓	
Ability to work under pressure & maintain a professional and effective approach	✓	
Excellent attention to detail	✓	
Ability to work as part of an integrated multi-skilled team	✓	
Effective time management (planning and organising)	✓	
Use of medical terminology		✓
Personal qualities	Essential	Desirable
Ability to handle sensitive information confidentially	✓	
Flexible and cooperative	✓	
Ability to self-motivate, organise and prioritise workload and meet deadlines	✓	
Ability to work independently as well as part of a team and to use own initiative.	✓	
Supportive team worker	✓	
High levels of integrity and loyalty	✓	

Flexible approach and willingness to adjust to the needs of the practice.	✓	
Ability to work under pressure	✓	
Efficient, organised and meticulous	✓	
Other requirements	Essential	Desirable
Disclosure Barring Service (DBS) check	✓	
To be discreet and always maintain confidentiality	✓	