

ST KATHERINES SURGERY

PERSON SPECIFICATION – ASSISTANT PRACTICE MANAGER

	Essential	Desirable
Academic/ Vocational Qualifications	<p>Educated to A Level standard (or equivalent) as a minimum</p> <p>Evidence of continuing professional development</p>	<p>Qualification in management skills</p> <p>Qualification in extended IT skills</p>
Experience, skills and knowledge	<p>IT problem solving and software rollouts</p> <p>Process mapping</p> <p>Audit, analysis and reporting</p> <p>Management of diaries, rotas and timetables</p> <p>Procurement, ensuring value for money and quality</p> <p>Excellent communication skills (upwards and downwards)</p>	<p>Experience of working in a healthcare environment</p> <p>Experience of Emis Web and Docman</p> <p>Production of publicity materials and information leaflets</p> <p>Experience of delivering formal or informal training</p> <p>Resource forecasting</p>
Qualities/ Attributes	<p>Professional approach with positive, friendly attitude</p> <p>An understanding, acceptance and adherence to the need for strict confidentiality</p> <p>Ability to use own judgement, resourcefulness, common sense, and initiative</p> <p>Able to work under pressure in a fast-paced environment</p> <p>A willingness and ability to further develop existing skills and knowledge</p>	
Other	<p>Flexibility of working hours to fit with the needs of the practice</p>	