

**Phoenix Health Group
Cirencester**

DISPENSARY MANAGER PERSON SPECIFICATION

	Essential	Desirable
Education	<p>Good standard of education including qualification in English & Maths</p> <p>Experience of Microsoft Office software</p> <p>Experience of dealing with the public/patients</p> <p>Dispensary qualification.</p>	<p>Higher level qualifications</p> <p>Degree-level study</p> <p>Evidence of relevant continuing professional development and training.</p>
Experience	<p>Keyboard and computer skills</p> <p>Working in a dispensary with sufficient experience</p> <p>Managing a team</p> <p>Developing staff rotas and managing absence.</p> <p>Working to policies, guidelines and Operating Procedures.</p> <p>Maintaining profitability and business sustainability.</p>	<p>Using a clinical system</p> <p>Submitting the monthly PPA return</p> <p>Completing the annual DSQC submission</p> <p>Experience of Primary Care</p>
Personal skills and attributes	<p>Able to work under pressure</p> <p>Able to work in a changing environment</p> <p>Appreciative of the importance of patient confidentiality.</p> <p>Good communicator both verbal and written.</p> <p>Well organised, diligent, and attentive to detail.</p>	

	<p>Self-motivated and able to prioritise.</p> <p>Works well as part of a team.</p> <p>Aware of the importance of medicines safety.</p> <p>Sense of humour</p>	
Additional criteria	<p>Able to cover for colleagues planned and unplanned absence</p> <p>Ability to travel easily between sites</p> <p>Good attendance record</p>	.