

**Phoenix Health Group
Cirencester**

DISPENSER PERSON SPECIFICATION

	Essential	Desirable
Experience	<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>Experience of working in a public reception environment</p> <p>Dispensary experience and/or Buttercups level 2 qualification</p> <p>Experience of telephone switchboard operation</p> <p>Experience of Medical clinical software system</p>
Knowledge/ Skills	<p>Keyboard and computer skills</p> <p>Excellent communication skills, verbal and written</p>	
Qualities/ Attributes	<p>An understanding, acceptance and adherence to the need for strict confidentiality</p> <p>Ability to use own judgement, resourcefulness and common sense</p> <p>Ability to work without direct supervision and determine own workload priorities</p> <p>Ability to work as part of an integrated multi-skilled team</p> <p>Pleasant and articulate</p> <p>Able to work under pressure</p> <p>Able to work in a changing environment</p> <p>Able to use own initiative</p> <p>Sense of humour</p>	
Other	<p>Able to work at the desired times</p> <p>Able to be flexible and cover for colleagues planned and unplanned absence over 2 sites.</p>	<p>Experience of Primary Care</p>