



Phoenix Health Group

PERSON SPECIFICATION

Clinical Administrator		
	Essential	Desirable
Experience	Good standard of education, including qualifications in English and Maths. Competent user of Microsoft Office software, including basic knowledge of Excel. Experience of working in an office environment. Experienced administrator.	Experience of working within Primary Care.
Knowledge/Skills	Excellent keyboard and computer skills. Excellent communication skills, verbal and written. Experience of data management.	Experience of using Systm1.
Qualities/Attributes	Must be accurate, with attention to detail as a priority. An understanding, acceptance and adherence to the need for strict confidentiality. Ability to use own judgement, resourcefulness and common sense Organised. Ability to cover for colleagues planned and unplanned absence. Pleasant and articulate with a sense of humour. Ability to work under pressure and able to use own initiative. A team player who has the ability to work within a multi-skilled team.	Knowledge of medical terminology.