

**Phoenix Health Group  
Cirencester**

**PERSON SPECIFICATION – Clinical Administrator**

| <b>Specification</b>                                         | <b>Essential</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | <b>Desirable</b>                                                                                                                              |
|--------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Education</b><br><b>Qualifications</b><br><b>Training</b> | <ul style="list-style-type: none"> <li>• Good standard of education including qualification in English &amp; Maths (Grade A-C, or equivalent.</li> </ul>                                                                                                                                                                                                                                                                                                                                                              | <ul style="list-style-type: none"> <li>• Experience of working within Primary Care/Health Sector Service.</li> </ul>                          |
| <b>Experience</b>                                            | <ul style="list-style-type: none"> <li>• Competent user of Microsoft Office software.</li> <li>• Experience of working in an office environment.</li> </ul>                                                                                                                                                                                                                                                                                                                                                           | <ul style="list-style-type: none"> <li>• Experience of medical systems.</li> <li>• Experience of dealing with the public/patients.</li> </ul> |
| <b>Knowledge/<br/>Skills</b>                                 | <ul style="list-style-type: none"> <li>• Excellent keyboard and computer skills.</li> <li>• Excellent communication skills, verbal and written.</li> <li>• Excellent interpersonal skills.</li> <li>• Excellent attention to detail and accuracy.</li> </ul>                                                                                                                                                                                                                                                          |                                                                                                                                               |
| <b>Qualities<br/>&amp;<br/>Attributes</b>                    | <ul style="list-style-type: none"> <li>• An understanding, acceptance, and adherence to the need for strict confidentiality.</li> <li>• Ability to use own judgement, resourcefulness, and common sense.</li> <li>• Ability to work without direct supervision and determine own workload priorities in a changing environment.</li> <li>• Ability to work as part of an integrated multi-skilled team.</li> <li>• Pleasant and articulate.</li> <li>• Able to work under pressure and use own initiative.</li> </ul> |                                                                                                                                               |