

# WASHWAY ROAD MEDICAL CENTRE

## PERSON SPECIFICATION

**Post: Rota & Business Support Manager**

**Grade: Based on AfC equivalent band 5 (2020/21 rate £23043 to £29954)**

Candidates must be able to demonstrate the following:	Essential	Desirable	Measured by
An understanding of the principles of general practice; An understanding of multi-disciplinary team working; An understanding of basic management skills; An understanding and appreciation of working for a partnership;	— —	— —	Application form/Interview
Excellent written and verbal communication skills; Excellent inter-personal skills; Good organisational skills; Good listening skills; Supervisory skills; Ability to assimilate and present information accurately, clearly and concisely; Effective negotiation skills; Evidence of leading a team	— — — — — — —	— —	Application form/Interview
Good general education Evidence of further study/self development within the last 5 years Proficient word processing skills; Experience of general practice software; Wide range of IT experience; An understanding of basic Health & Safety issues;	— — — — —	— —	Application form/Interview
Tact, diplomacy and treating others with sensitivity and empathy; Ability to be resourceful; Ability to use common sense; Ability to work on own initiative; Ability to remain calm under pressure; Flexibility in attitude and working patterns; Ability to work as part of a team; Understanding of confidentiality issues in general practice;	— — — — — — — —	— —	Application form/Interview
Smart and tidy appearance; Assessed as fit for work through Occupational Health Service; Good time-keeping and attendance record;	— — —		