



Dispenser - Person Specification

Qualifications	Essential	Desirable
GCSEs at grade C or equivalent (or 4-9), including English and Maths		<input checked="" type="checkbox"/>
Training in administration/clerical duties at NVQ level or above		<input checked="" type="checkbox"/>
NVQ Level 2/3 in Dispensing or related discipline		<input checked="" type="checkbox"/>

Personal Attributes	Essential	Desirable
Works effectively independently and as a member of a team	<input checked="" type="checkbox"/>	
Flexible approach to meet service needs and ensure a stakeholder focused response	<input checked="" type="checkbox"/>	
Self-motivated and proactive	<input checked="" type="checkbox"/>	
Continued commitment to improve skills and ability in new areas of work	<input checked="" type="checkbox"/>	
Demonstrate excellent interpersonal and communication skills	<input checked="" type="checkbox"/>	

Skills and Experience	Essential	Desirable
Experience of working in a medical or primary care setting		<input checked="" type="checkbox"/>
Computer literate with an ability to use the required GP clinical systems		<input checked="" type="checkbox"/>
General office skills, photocopier, scanning, shredding	<input checked="" type="checkbox"/>	
Awareness of Data Protection Act and need for confidentiality of Information	<input checked="" type="checkbox"/>	
Attention to detail, able to work accurately, identifying errors quickly and easily	<input checked="" type="checkbox"/>	
Has a planned and organised approach with an ability to prioritise their own workload to meet strict deadlines		<input checked="" type="checkbox"/>

Excellent understanding of data protection and confidentiality issues	<input checked="" type="checkbox"/>	
Excellent verbal and written communication skills with team members, patients, carers, and other healthcare professionals, with the ability to adjust communication style	<input checked="" type="checkbox"/>	
Committed to own continuing personal development and an ability to support others to develop and progress	<input checked="" type="checkbox"/>	
Flexibility of working hours/able to work at the desired times	<input checked="" type="checkbox"/>	

Physical Requirements	Essential	Desirable
Able to undertake the demands of the post with reasonable adjustments if required	<input checked="" type="checkbox"/>	
UK Driving Licence		<input checked="" type="checkbox"/>