

## PERSON SPECIFICATION

<b>JOB TITLE</b>	Pharmacy Administration Support Worker
<b>GRADE</b>	Band 3
<b>DEPARTMENT</b>	Pharmacy

Key		
App = Application	Occ = Occupational Health Assessment	Int = Interview

SELECTION CRITERIA		ESSENTIAL (E) DESIRABLE (D)	MEASURED BY
Attainment			App/Int
	Numeracy and Literacy GCSE grade 9-4 (A-C)	E	
	Evidence of Knowledge and skills sufficient to demonstrate the ability and willingness to study and work at a level equivalent to NVQ level 3	E	
	NVQ level 3 in Administration or be prepared to commencement one	D	
	Good computer literacy	E	
Experience			App/Int
	Previous work experience within administration in a healthcare setting	E	
Special Aptitudes			App/Int
	To demonstrate organisational skills and the ability to manage a delegated workload.	E	
	Interact appropriately with all appropriate people including staff and where required patients and carers when taking messages	E	
	Good interpersonal skills.	E	
	Good communication skills both verbal and written	E	
	Flexible in working practise.	E	
	To demonstrate a positive attitude to working with people of all ages	E	
	Ongoing commitment to personal developement and receive training.	E	
Disposition			App/Int
	Able to meet deadlines and manage set priorities	E	
	Able to work on own initiative	E	
	Team worker	E	
Circumstances			App/Int
	Able to travel to external sites as required	E	
	Able to travel to work at Weekends, Bank Holidays, Extended Hours	E	
	Flexible working hours	E	
Comments			
The Pharmacy team is committed to modernisation and development of pharmacy services and flexibility and adaptability are required to assure this			