

**Cogges Surgery  
PERSON SPECIFICATION**

**POST TITLE: Assistant to the Practice Manager**

	<b>Essential</b>	<b>Desirable</b>
<b>QUALIFICATIONS</b>		
Good standard of general secondary education	✓	
ICT /data management or equivalent relevant experience	✓	
<b>EXPERIENCE AND SKILLS</b>		
Numerate – able to manage financial & other records	✓	
Ability to work on multiple tasks prioritising as appropriate	✓	
Effective time management and ability to work to tight deadlines	✓	
Experience of using own initiative and seeking guidance as required	✓	
Experience of working as medical receptionist or similar role		✓
Strong ICT skills including practical experience of computerised systems	✓	
<b>PERSONAL</b>		
Planning and organising	✓	
Performing well under pressure and to targets	✓	
Adaptable and flexible	✓	
Discreet and diplomatic	✓	
Problem solver	✓	
Interest in continuous learning		✓
Available to work varying shift patterns 8am – 8pm weekdays		✓
<b>SPECIALIST KNOWLEDGE</b>		
Hands on experience of online accounts & bank software		✓
Familiarity with NHS data search/entry software and portals		✓
Familiarity with NHS contracts and reporting requirements		✓
Understanding of nGMS contract and commissioned services for primary care in Oxfordshire		✓

*The role must be responsive to the needs of Cogges Surgery as an organisation. This includes GP partners, staff, patients and commissioners and therefore this Specification may change over time and is not exhaustive.*