



## PERSON SPECIFICATION – PRACTICE MANAGER

<b>Job Title:</b>	<i>Practice Manager</i>
<b>Recruiter</b>	<i>Partners of Penny's Hill Practice</i>

<b>Qualifications (Where specific, consider equivalent)</b>	<b>Essential</b>	<b>Desirable</b>
Good standard of general education	✓	
GCSE mathematics or equivalent	✓	
GCSE English or equivalent	✓	
A qualification in Leadership & Management	✓	
Experience in General Practice, Practice Management		✓
A demonstrable commitment to professional development	✓	

<b>Experience</b>	<b>Essential</b>	<b>Desirable</b>
Experience of SystmOne clinical system		✓
Experience of Microsoft office software	✓	
Experience of dealing with the public/patients	✓	
Leadership and management experience	✓	
2 years + experience in primary care		✓
Financial skills, HR experience & communication skills	✓	

<b>Qualities/Attributes</b>	<b>Essential</b>	<b>Desirable</b>
An understanding, acceptance and adherence to the need for strict confidentiality	✓	
Ability to use own judgement, resourcefulness and common sense	✓	
Ability to work without direct supervision and determine own workload priorities	✓	
Ability to work as part of an integrated multi-skilled team	✓	
Pleasant and articulate	✓	
Able to work under pressure	✓	
Able to work in a changing environment	✓	
Able to use own initiative	✓	

<b>Other</b>	<b>Essential</b>	<b>Desirable</b>
Flexibility of working hours/ability to work at desired times	✓	
Car driver/clean licence		✓