

Person Specification – Dispensary Manager

1. Qualifications

Qualifications/Certificates in GCSE English and Maths (Essential)

Recognised qualification to diploma level or above (NVQ2 Dispensing) (Desirable)

2. Experience

Previous experience of Dispensing in GP practice (Desirable)

Budgets and cash handling (Desirable)

Stock levels, usage tracking and re-ordering arrangements (Desirable)

Experience of SystmOne clinical system (Desirable)

Experience of Microsoft Office software (Essential)

Experience of dealing with the public/patients (Essential)

3. Knowledge/Skills

Proven numeracy skills (Essential)

Keyboard and computer skills (Essential)

Communication skills (Desirable)

4. Qualities/Attributes

An understanding, acceptance and adherence to the need for strict confidentiality

Ability to use own judgement, resourcefulness and common sense

Ability to work under some supervision and organise 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

Ability to self-motivate, organise and prioritise own workload

5. Other

Flexibility of working hours/ able to work at the desired times

Experience of Primary Care

Non-smoking site