

Post: Practice Administrator: This job summary provides a broad overview of the Practice Administrator role and its importance in supporting the operational efficiency and success of the practice.

Attributes for role	Essential	Desirable	Method of Assessment
Qualifications	GCSE grades A-C or equivalent	A Levels	Application Form/Interview
Training	Willingness to undertake development and training when necessary		Application Form/ Interview/References
Essential Experience/Knowledge/Skills	<p>Proven administrative experience in a busy office environment (preferably within healthcare).</p> <p>Strong organizational skills and attention to detail.</p> <p>Excellent computer skills</p> <p>Excellent verbal and written communication skills.</p> <p>Ability to manage and prioritize a varied workload effectively.</p> <p>Understanding the need for professional confidentiality.</p>	<p>Experience with NHS or GP practice operations.</p> <p>Knowledge of CQC requirements and compliance standards.</p> <p>Understanding of medical terminology and patient confidentiality. e.g., System One</p>	Application Form/ Interview/References
Personal Attributes	<p>Proactive and solution-focused approach to work.</p> <p>Understanding the need for professional confidentiality.</p> <p>Resilient under pressure with the ability to adapt to changing priorities.</p> <p>Commitment to providing high-quality support to patients and colleagues.</p> <p>Commitment to own professional development.</p>		Application Form/ Interview/References