



Person Specification

Job Title	Dispenser
Recruiter	Haygarth Doctors, Medical Centre, Forest Road, Hay-on-Wye Hereford HR3 5DS
Date	December 2017

Qualifications	Essential	Desirable
Education to GCSE standard		X
Buttercups NVQ 2		X

Experience	Essential	Desirable
Customer service skills	X	
Ability to work as a team	X	
Flexible, friendly and approachable	X	
Experience in audit		X
Evidence of service development		X
Experience of providing urgent care		X

Skills	Essential	Desirable
IT Skills (MS Office, Internet etc)		X
Previous Emisweb experience		X
Interpersonal skills	X	
Organisational/Time management skills	X	
Problem solving skills	X	
Report writing skills		X

Behaviours	Essential	Desirable
Smart, polite and confident	X	
Planning and organising	X	
Performing under pressure	X	
Adaptability	X	
Using initiative	X	
Team working	X	
Self motivated	X	
Flexibility	X	
Confidentiality	X	