

PERSON SPECIFICATION

Assistant Practice Manager

	Essential	Desirable
Education/Qualifications	Good general education to GCSE level or above	NVQ 3 Business Administration ILM Level 3 A Level Business Studies AMSPAR Diploma
Knowledge/Experience	Knowledge of QOF, CQRS, Enhanced Services claims. Experience of working as part of multi-disciplinary team. Understanding of mandatory training requirements. Creating and publishing rotas for staff and GPs. Experience of managing administrative staff Working knowledge of CQC policies and procedures	Working in a Primary Care environment or GP surgery Change Management Experience of developing effective processes & procedures Understanding of clinical governance issues in a primary care setting Experience of organising meetings and taking minutes both internally and via remote applications. A high level of interpersonal and communication skills, and a strong ability to communicate effectively in writing and verbally.
Key skills	Ability to motivate and manage teams. Excellent IT skills. Ability to prioritise workload to meet demands/deadlines.	EMIS clinical system.
Personal attributes	Honest and trustworthy Motivated and enthusiastic Flexible approach to work Ability to work as an individual and as part of a team.	Interested in training and personal development.