

## Person Specification – Dispensary Assistant

<b>Essential:</b>	<b>Desirable:</b>	<b>Verified:</b>
<u>Qualifications:</u> Good level of standard education Able to demonstrable commitment to continued professional development	NVQ Level 2 Dispensing	Application/ Interview
<u>Experience:</u> Working as part of an integrated multi-skilled team Dealing with the public/patients	Previous experience within a dispensary setting Cash handling	Application/Interview References
<u>Knowledge:</u> Basic Computer Systems including Microsoft Office	EMIS Clinical System Understands issues regarding accountability and confidentiality	Application/Interview
<u>Skills &amp; Ability:</u> Excellent communication skills, verbal & written. Able to think and plan ahead using own initiative. Work to deadlines, sometimes under pressure. Flexibility in working hours. Professional demeanour. Competent & extensive use of IT within the work place. Full clean driving licence	Seeks continuing personal development by reflecting on own performance and actively seeking learning opportunities. Non smoker	Application/ Interview