

Receptionist Personal Specification

Factors	Essential	Desirable
Physical	<ul style="list-style-type: none"> • Able to carry out the duties of the post including the ability to use the telephone system with or without aids and to use the computer 	<ul style="list-style-type: none"> • Non smoker
Education & Qualifications	<ul style="list-style-type: none"> • Good standard of education • Literate and numerate 	<ul style="list-style-type: none"> • GCSE's, O Levels or equivalent • Science based subjects • DSA qualification
Experience	<ul style="list-style-type: none"> • Working within a team • Working with the public 	<ul style="list-style-type: none"> • Experience of working within a healthcare environment
Knowledge	<ul style="list-style-type: none"> • Typing, Computer literate with Word, Email and Internet • Fluent in the English language 	<ul style="list-style-type: none"> • Knowledge of excel • Knowledge of Kodak R4 dental software
Skills & Aptitudes	<ul style="list-style-type: none"> • Self-motivated • Confident and positive attitude • Helpful manner • Willingness to learn • Ability to work within a team and alone • Commitment to provision of quality care • Understanding the importance of confidentiality • Empathy of different client groups • Good organizational skills • Good communication skills, verbal & written • Good interpersonal skills • Reliability • Attention to detail 	