

SPRINGFIELD HOUSE MEDICAL CENTRE

Deputy Practice Manager

Job Description

SPRINGFIELD HOUSE MEDICAL CENTRE

PERSON SPECIFICATION DEPUTY PRACTICE MANAGER

Physical Makeup

- Presentable appearance
- Communicates well
- Air of confidence

Attainments

- Practice management qualification (or equivalent) or experience
- Good level of education, including English
- IT / networking knowledge
- Financial experience desirable
- Customer service experience
- Previous training experience desirable
- Previous management / team leadership experience

Special Aptitudes

- Team player
- Excellent organisational skills
- Excellent communication and interpersonal skills
- Confidence to deal with all levels of the centre
- Ability to work under pressure
- Sympathetic approach to patients & staff
- Resilience to Patient / Staff pressure / complaints

Disposition

- Punctual
- Flexible
- Ability to make decisions / use initiative
- Outgoing
- Works well with others

Circumstances

- Own transport desirable

Date : 4.10.2017

Review : 4.10.2018