

PERSON SPECIFICATION

JOB TITLE:	Dispensary Counter Assistant
RECRUITING MANAGER:	Operations Manager & Managing Partner
DATE:	June 2025

QUALIFICATIONS	Essential	Desirable	MET
• Good standard of education to GCSE standard or equivalent	✓		
• RSA II Word Processing/Information Technology or equivalent		✓	
• European Computer Driving Licence (ECDL)		✓	

EXPERIENCE	Essential	Desirable	MET
• Practical experience of working with others	✓		
• Practical experience of working in a Reception environment		✓	
• Experience of using own initiative	✓		
• Experience of customer service		✓	
• Dispensary Experience		✓	
• Practical experience of SystemOne computerised system		✓	

SKILLS	Essential	Desirable	MET
• Excellent communication skills (Written and Oral)	✓		
• IT & Keyboard skills	✓		
• The ability to follow procedures and work to deadlines	✓		
• Problem solving skills	✓		
• Interpersonal skills	✓		

