

Framlingham Medical Practice  
Person Specification – Trainee Dispenser

Qualifications	Essential	Desirable
Good level of education to GCSE/O'Level standard or equivalent	√	

Experience	Essential	Desirable
Computer literate with excellent keyboard skills	√	
Used to handling and reconciling cash	√	
Self-starter, able to work on own initiative	√	
Customer care		√
Previous work within a GP practice		√
Stock and quality control		√

Skills	Essential	Desirable
Excellent communication skills (written & oral) with a range of people	√	
Ability to organise own tasks and work systematically	√	
Respect confidentiality at all times	√	
Ability to work in a focussed, methodical and logical manner	√	
An enquiring mind with a willingness to learn new skills & procedures		√

Personal Attributes	Essential	Desirable
Willingness to learn and develop personal skills and qualifications	√	
Self-motivated but aware of limits of authority	√	
Ability to remain calm under pressure	√	
Capable of working supervised and unsupervised	√	
Able to problem solve	√	
Enthusiastic and versatile team player	√	
“Can do” attitude	√	
Keen to work in a healthcare setting		√

Knowledge & Understanding	Essential	Desirable
Knowledge of and commitment to good standards of patient/customer care	√	
Enjoys Team -working	√	
Flexibility to cover colleagues during absence	√	