|  |  |  |
| --- | --- | --- |
| **Personal Experience/Qualities** | **Essential** | **Desirable** |
| NVQ2 in Dispensing | ✓ |  |
| Good communication skills | ✓ |  |
| Good administrative skills | ✓ |  |
| Good interpersonal skills | ✓ |  |
| Ability to be tactful and diplomatic | ✓ |  |
| Ability to work as part of a team | ✓ |  |
| Ability to work on own initiative | ✓ |  |
| Ability to resolve day to day problems | ✓ |  |
| Ability to work under pressure | ✓ |  |
| Good organisational skills | ✓ |  |
| Evidence of self-development and self-motivation | ✓ |  |
| Education- good general education | ✓ |  |
| General keyboard skills | ✓ |  |
| Flexibility | ✓ |  |
| Good sense of humour | ✓ |  |
| Professional demeanour | ✓ |  |
| Car owner/driver |  | ✓ |

**Personal Specification- Prescription Clerk/Dispenser**