

ROADE SURGERY

STAFF VACANCY

RECEPTIONIST

We are looking for a part-time receptionist to work at the Roade Surgery.

The position is for **26.25 hours** a week.

- Monday, 8-12:30 and 14:30- 18:30
 - Wednesday, 7:45- 12:30
 - Thursday, 8-12:30
- Friday, 8-12:30 and 14:30-18:30

There is a requirement to cover colleagues on other days of the week within the 7:45 – 6:30 pm shift pattern.

The role involves working in a fast paced, busy environment with the need to be able to multitask. The successful candidate will have to show the skills for dealing with the public in a confident and caring manner. The role includes face to face and telephone contact with patients, repeat medication issue and various admin duties associated with the reception role.

Good communication and IT skills and the ability to work as part of a team are essential, experience of working in a customer facing role would be an advantage and a good sense of humour. Full on the job training will be provided.

We offer a competitive salary according to experience, 5 weeks annual leave +Bank Holidays (pro rata) and the opportunity to join the NHS Pension scheme.

To apply for this position please send your CV with covering letter of application to Charlotte Barnell, Roade Surgery, 16 London Road, Roade, Northampton, NN7 2NN

Or E-mail to charlotte.barnell1@nhs.net

Closing date for this job vacancy is 26th May, we offer the opportunity for prospective candidates to sit in with the reception team before interview short list. This may be offered before the cut off date and interviews may be held within this timeframe.