

ADDITIONAL INFORMATION PART TIME RECEPTIONIST May 2018

Pay	£15,251 to £17,978 pa pro rata
Holidays	4 weeks plus bank holidays pro rata rising to 5 weeks pro rata after 3 years service
Training	Participation in Primary Care Trust protected learning sessions, when appropriate, plus other training when required.
Pension	NHS Pension Scheme – 5% Employee contribution 14.3% Employer contribution

*Please note that overtime will be required to cover holidays and sickness.
DBS Check will be required for this post.

PROPOSED SHIFT PATTERNS

16 hours per week

	AM	PM	TOTAL
MONDAY	N/A	12:00 to 15:15	3.15
TUESDAY	N/A	N/A	-
WEDNESDAY	N/A	14:30 – 18:30	4.0
THURSDAY	08:00 to 12 noon	N/A	4.0
FRIDAY	7.45 to 12.30	N/A	4.45
TOTAL			16 hours