

**Part Time Receptionist**  
**£15251 to £17978 pa (pro-rata)**

**16 Hours per week (plus holiday cover where necessary)**

We are seeking a part-time Receptionist to join our friendly team.

**Duties will involve:**

- book appointments, process personal and telephone requests for appointments, visits and telephone consultations
- processing and distributing of incoming/outgoing mail
- taking messages and passing on information
- filing/ retrieving paperwork, photocopying and scanning of paperwork
- process repeat prescriptions
- computer data entry/data allocation and collation

**All successful applicants will need to have the following:**

- excellent communication/telephone skills
- good literacy & IT skills
- excellent attention to detail
- a great team player and able to stay calm under pressure
- well organised and can manage multiple priorities effectively

This post is subject to a satisfactory disclosure from the Disclosure and Barring Service (DBS). NHS Pension Scheme applies.

**CLOSING DATE FOR APPLICATIONS IS 5pm on 31 May 2018**

An application pack is available to download from our website or can be collected from our Reception area. Informal enquiries should be directed to 0115 8786359.