

PUDDLETOWN SURGERY

ATHELHAMPTON ROAD • PUDDLETOWN • DORCHESTER • DORSET • DT2 8FY

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www.puddletownsurgery.co.uk

Vacancy for a Part-Time Receptionist

to cover the front desk and also back office duties, including secretarial cover when needed

Puddletown Surgery has a vacancy for 21 ³/₄ hours per week.

Puddletown Surgery is a three doctor dispensing practice serving a rural population. We are a small and friendly practice where we know most of our patients by name. The practice has a reputation for efficiency and high quality of care. You are welcome to visit us at our website, www.puddletownsurgery.co.uk, or to come and see us in the flesh. Telephone to arrange your visit with our Admin Team Co-ordinator, who will be pleased to show you around the practice. This may help you to decide if this job is one you want to apply for.

The successful candidate for this post will be required to carry out the duties, as per the attached job description. However the list is not exhaustive and you may be asked to carry out additional tasks dependant on the business needs.

Hours:

These are the current hours that we require for both positions; however, they are not set in stone and can be adapted wherever possible to suit the right person.

Monday	8:15 am – 6:45 pm	9.50 hours
Tuesday	8:15 am – 2:00 pm	5.75 hours
Wednesday	8:15 am – 2:00 pm	5.75 hours
Saturday	8:15 am – 11:15 am	0.75 hours (as a 1 in 4 rota).

The rate of pay is: £8:08 per hour dependent on experience

Holiday entitlement is: Five weeks (pro rata)

Probationary Period: This employment is permanent, subject to an initial three month probationary period.

Working in a busy practice puts you in a special position of trust and responsibility. Your attitude to patients and the impression you make are of prime importance to the tone of the Practice as a whole. We wish to provide a courteous and caring service to our patients at all times.

Essential qualities of the post holder are:

- Pleasant and welcoming
- Organised and reliable
- Committed to the job
- Flexible to be able to provide cover for staff holidays and sickness
- Discrete, maintaining patient confidentiality
- Having genuine empathy for people and a willingness to understand their problems
- Kind and considerate
- Careful in attention to detail
- Succinct but accurate conveyor of messages
- Able to work under pressure
- Enthusiastic to learn and develop new skills

This Practice follows a “No Smoking” policy throughout the site.

Oct 2017