

## Receptionist

- £10.50 per hour Access to NHS pension
  - [Twickenham Park Surgery](#)
  - Contract: Full-time
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Receptionist required for busy GP surgery.

On-job training will be given, a good knowledge of e-mail, Word and Excel and essential and previous experience of customer service would be preferable.

We are a friendly team in a surgery looking after over 8000 patients, duties include booking appointments, dealing with queries at the front desk, providing answers to patient queries as they arise through e-mail, signposting appropriate services and pathways, managing patient documentation.

Attention to detail and accuracy skills are essential as well as reliability, empathy and good time keeping.

This post requires some opening and closing of the surgery, so time management is essential.

We are looking for two full time applicants

Hours required are:

Monday: 08.00-13.00 & 14.00-18.00  
Tuesday: 08.00-13.00 & 14.00-18.30  
Wednesday: 08.00 - 13.00 & 14.00-18.30  
Thursday: 08.00-13.00 & 14.00-18.30  
Friday: Off  
Total 37.5 Hours per week

Monday: Off  
Tuesday: 08.00-13.00 & 14.00-18.00  
Wednesday: 08.00-13.00 & 14.00-18.30  
Thursday: 08.00-13.00 & 14.00-18.30  
Friday: 08.00-13.00 & 14.00-18.30  
Total 37.5 Hours per week

Please send CV's and or request for further details to:  
[serena.medina@nhs.net](mailto:serena.medina@nhs.net)