

## **LOCK ROAD SURGERY**

55A Lock Road, Ham, Richmond TW9 1UU  
020 8940 1400

**JOB TITLE:** RECEPTIONIST

**REPORTS TO:** Managing Partner

**WEEKLY HOURS:** 25 Hours per week

**DAILY HOURS:** 08.30 – 18.30 hours and days to be agreed with applicant

**SALARY:** Competitive dependant on experience

We are looking for a friendly, people focused receptionist to join our reception team.

Duties include welcoming patients, answering the telephone, booking appointments, dealing with queries and liaising with the clinicians to ensure the smooth running of surgeries.

Full training will be offered.

The ideal candidate requires good IT and interpersonal skills and have the ability to work under pressure at key times.

Flexibility to cover holidays / sickness is essential.

Lock Road Surgery offers a happy, flexible and supportive working environment. Free on street parking is available.

One hour paid lunch where applicable.

You will be offered the opportunity to join the NHS pension scheme.

For more information please forward a current CV and covering letter to:

Gill Russell, Managing Partner [gill.russell@nhs.net](mailto:gill.russell@nhs.net)