

Job Advertisement

Date:	02/06/2023	Job Location(s):	Acton
Job Title:	<u>GP Receptionist/Administrator vacancy</u>		
Summarise the Job Specification Requirements:	<ul style="list-style-type: none"> Offer general assistance to the practice team and project a positive and friendly image to patients and other visitors, either in person or via the telephone Receive, assist and direct patients in accessing the appropriate service or healthcare professional in a courteous, efficient and effective way Undertake a variety of administrative duties to assist in the smooth running of the practice including the provision of secretarial and clerical support to clinical staff and other members of the practice team Facilitate effective communication between patients, members the primary health care team, secondary care and other associated healthcare agencies 		
Summarise the Personal Specification Requirements:	<ul style="list-style-type: none"> Strong interpersonal & communication skills Good organisational skills Attention to detail Adherence to confidentiality issues Common sense & Ability to use own judgement Computer literate Typing Good written and spoken English Working with the public Services background Calm under pressure Cheerful Enjoys working with people Team player 		
Detail the hours of work incl days per week :	Monday: 13:30 – 18:30 Tuesday: 13:30 – 18:30 Wednesday: 13:30 – 18:30 Thursday: 13:30 – 18:30 Friday: 13:30 – 18:30 Flexibility will be required to cover sickness absence and annual leave		
What training will be given / available?	Necessary training will be provided		
Identify the Salary / Pay Scale - Starting Salary & Expected Maximum:	Depends on previous experience		
List any fringe benefits: (Staff Pension Scheme)	NHS pension scheme		
Full Contact Info for Application Form:	admin.actonhealthcentre@nhs.net for the attention of Cheren Giddens		
Closing Date:	09/06/2023		
Interview Location(s) & Date(s)	Acton Health Centre – Date TBC (approximately 14/06/2023)		