



RECEPTIONIST REQUIRED

We are currently seeking a new Receptionist to join our practice team. You will be expected to contribute to the smooth running of patient-facing and back office operations as part of the Reception Team. The successful applicant will be hard working and enthusiastic with excellent communication skills and a confident personality. Previous experience in a customer service or public facing role is essential, previous experience in general practice is an advantage but full training will be given.

The post is for 21 hours per week. Core hours are as follows:

Monday	08:00 – 16:00
Thursday	08:00 – 16:00
Friday	10:00 – 18:00

However you will need to be flexible as shifts may be changed to cover annual leave. Salary will be dependent upon relevant experience. This role is subject to an enhanced DBS check.

Applications are welcome via application form or CV. Closing date is Friday 6th October 2017. Only shortlisted candidates will be notified.

APPLICANTS WHO ARE PATIENTS OF ST KATHERINES SURGERY

St Katherines Surgery considers that employing staff who are patients of the practice has significant disadvantages both to the patient and to the practice. Please note therefore that if your application is successful, you will be required to register at an alternative surgery.