



THE BUCKLEBURY PRACTICE

Chapel Row Surgery

PRACTICE RECEPTIONIST

- This is a Job Specification sheet giving brief summary information about the above role and does not constitute binding contract terms regarding this position.
- For more detailed information please see our Job Description document and Staff Contract

1. **Job Description:**

- Greeting patients and dealing with their requests
- Managing patient's appointment requests in person and on the telephone
- Recording data and information in an accurate, relevant and orderly manner
- Further details on full job description.

2. **Hours required:**

- | | | |
|--|--|-----------|
| • Monday | - 1.00 pm to 5.00 pm | = 4.0 hrs |
| • Tuesday | - 8.00 am to 1.00 pm | = 5.0 hrs |
| • Wednesday | - NOT REQUIRED | = 0.0 hrs |
| • Thursday | - 8.00 am to 1.00 pm | = 5.0 hrs |
| • Friday | - 9.00am to 12.00 & 1.00 pm to 5.00 pm | = 7.0 hrs |
| • Total Hours per week = 21 hrs | | |

- **Will be required once trained:** – A weekday evening rota (approx 1 in 7) 6.30 pm to 8.00 pm
- Holiday and sickness cover in case of need

3. **Salary scale:**

- Initial Salary Scale c£8.25 per hour
- Rising to c£9.00 per hour once candidate is considered to be sufficiently experienced and has taken on any additional responsibilities as considered appropriate
- It is anticipated that this will be after approximately 1 year
- Increase in rate of pay is at the Partner's discretion
- Overtime as required at same rate, except when required to work on weekday evening or a Saturday, which is paid at time and a half

4. **Holidays:**

- 28 days pro rata to hours worked **PLUS** Bank Holidays pro rata to the number of hours worked.
- Hours worked divided by 5, multiplied by 28 + Number of Bank Holidays = number of hours allowed per year
eg: 15 hrs per week/5*(28+8) days pa = 108 hours pa.
- So, this would give someone approx 7 weeks (of 15 hrs/wk) and 3 hrs holiday per year

5. **Training Course:**

- In-House Training will be provided for the right candidate

6. **References:**

- 2 required - including 1 from a previous employer