**Medical Receptionist**

**Job description:**

Hours required - 28 hours per week, over 4 days:

08:00-18:00 Monday & Wednesday, 08:00-13:00 Thursday and 13:00-18:00 Friday

Pay: From £12.21 per hour

Interviews will be held on 24th September 2025.

We reserve the right to close this advert early.

Job responsibilities:
Administration
To have a thorough knowledge of all practice procedures.

* To work in accordance of written protocols

Reception

Receiving patients consulting with members of practice team

* Be able to cover all reception positions as necessary; Front Desk, Telephone and Triage

Appointments

* Process appointment requests for same day and future appointments, from patients by telephone and in person.
* Deal with visits requests
* Process any other requests made by patients or practice staff.

Computer

Registrations of new patients – computer data entry and medical records.

* Process patients change of address – computer data and medical records (have knowledge of practice area).

Telephone

* Have working knowledge of telephone, in and out of hours.

Other Tasks

* Ensure building security – have thorough knowledge of doors/windows/alarm.
* Any other tasks allocated by managers

Job Types: Part-time, Permanent

Benefits:

* Company pension

Education:

* GCSE or equivalent (preferred)

Work Location: In person