

## **PATIENT SERVICES CLERK – THE ADAM PRACTICE, GP PRACTICE**

We are looking for an enthusiastic, reliable Patient Services Clerk to join our busy and friendly team at our Hamworthy Surgery. The candidate will need to have a professional, caring and courteous manner and a thorough understanding of good customer service. You will have excellent communication skills, be reliable, flexible and well organised. Good telephone and I.T. skills are essential as is the ability to work under pressure.

Experience in a similar role would be an advantage although a full training package will be provided. Please see the Job Description for full details of the role. If you would like further information or to arrange an informal visit please contact Laura Evans on 01202 673159 or [laura.evans@dorset.nhs.uk](mailto:laura.evans@dorset.nhs.uk)

The Adam Practice is a partnership of 16 GPs located at 4 sites in Poole, Dorset. Hamworthy Surgery is currently open 8.00am-6.30pm Monday-Friday (Mon & Tue until 8.00pm). The successful candidate would be expected to work various shift patterns please see below.

Monday 13:00 – 18:00

Tuesday 08:00 - 14:00

Friday 13:30 - 18:30

Hours of work will be 16 per week.

Starting salary is £8.00 per hour.

Additional benefits include access to NHS Pension Scheme and NHS discounts, 5 weeks' annual inclusive of bank holidays.

Closing date: 16th January 2018

Interview date: Week commencing 22nd January 2018