

## **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 Poole 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.

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

Location for this position is currently based at our Poole surgery; however this may be subject to change. The location could change to any of our other three surgeries Hamworthy, Upton or Lytchett Matravers.

Hours of work will be 15 per week.

Monday 13:00-18:00

Tuesday 13:30-18:30

Friday 13:30-18:30

Starting salary is £8.16 per hour.

Additional benefits include access to NHS Pension Scheme and NHS discounts, 5 weeks' annual leave (inclusive of bank/public holidays that fall in the holiday year). Entitlement is pro-rata for part-time employees.

Closing Date: Monday 1<sup>st</sup> October 2018

Interview Date: Week Commencing 8<sup>th</sup> October 2018