



The Alresford Surgery
Station Road
ALRESFORD
Hampshire
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Dr Ann Lowman

Dr Susie Wright

Dr Anna Cross

Dr Paul Webb

Dr Ben Saunders

Dr Marie Dodd

January 2022

Dear Applicant,

Receptionist Vacancy

Thank you for enquiring about the post of receptionist at the surgery. Please find attached a copy of our application form and job description. In addition I hope the following information is of help to you.

We have 2 part time posts available.

Post 1:

15.5 hours per week worked over 2 days.

The hours are to be worked in the following shifts;

Thursday 1.00pm-6.30pm

Friday 8.00am-6.30pm (with a 30 minute unpaid break)

Post 2:

16.5 hours per week worked over 3 days.

The hours are to be worked in the following shifts;

Tuesday 1.00pm-6.30pm

Thursday 8.00am-1.30pm

Friday 1.00pm-6.30pm

One evening each week we are open until 7.30pm which reception staff cover on a shared rota basis.

Reception staff are expected to be flexible and to undertake some overtime to cover colleagues' absences.

The job description, provides a list of the major roles fulfilled by our reception team, but the work is varied and subject to change.

We are offering a current salary of £8.90 per hour with an increase to £9.52 per hour following a successful probationary period of 3 months with 25 days annual leave (pro rata on hours worked). Employees have the opportunity to join the NHS pension scheme.

If you would like to apply for the post please return your application form to us by Sunday 30th January. Application forms can either be posted to us at the address above or the preferred method is via email to recruitment.alresford@nhs.net Interviews will be held the week commencing 7th February.

Please note that if you are currently registered as a patient at Alresford Surgery and your application is successful it will be a condition of employment that you register elsewhere.

Yours sincerely

Liz Brown

HR & Patient Communications Manager