



The Alresford Surgery

Station Road

ALRESFORD

Hampshire

SO24 9JL

Telephone: 01962 732345

Dr Anna Cross

Dr Paul Webb

Dr Ben Saunders

Dr Marie Dodd

Dear Applicant

Reception/Administration Care Co-Ordinator Vacancy

Thank you for enquiring about the post of reception care co-ordinator 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 are ideally looking for between 20.5 and 27.5 hours, working across 3 days of the week as split role for Admin/Reception.

Reception/Administration 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 £11.75 per hour 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.

Application forms can either be posted to us at the address above or the preferred method is via email to recruitment.alresford@nhs.net

Closing date: 4th October 2024 **Interview dates:** W/C 14th October 2024.

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.

Previous applicants need not apply

Yours sincerely

Liz Brown
HR & Patient Communications Manager

www.alresfordsurgery.co.uk