



We are currently seeking to appoint a Clinic Receptionist to join our reception team to cover weekends: 8 – 5 pm on alternate Saturdays (Sept – May) and every Saturday (June-August). There may be scope for additional hours to cover leave etc. The focus of the role will be to ensure the smooth running of our busy clinic. The ideal candidate will have a bright personality and excellent communication and organisational skills. The applicant will also need to be discreet, reliable and able to work under pressure.

Hours: 8 – 5 pm on alternate Saturdays (Sept – May) and every Saturday (June-August)

Overall responsibilities:

To undertake reception duties for the LSO Teaching Clinic.

Key tasks:

- Ensure the smooth running of the clinic acting as liaison between clinic staff, students and patients on clinic matters (including managing phone calls and online bookings etc)
- Act as a main point of contact between the clinic and the college on Saturdays
- Be responsible for clinic data collection and collation, maintaining confidentiality
- Support administration of the student clinical exams with respect to patients, schedules etc.
- Ensure that the reception area is tidy at all times

Essential attributes:

- Excellent interpersonal skills both face to face and over the phone
- Patient focused and have an interest in the allied health professions
- Experience of reception duties
- Able to work in a fast paced environment and willing to adapt to changing work needs
- Ability to work autonomously and maintain confidentiality
- Good attention to detail
- Experienced in Microsoft word & excel
- Numerate. Confident in handling financial transactions.
- Willing to be trained to use clinic software

