

Clinical Admin and receptionist cover – Part-time

The London School of Osteopathy teaching clinic, located in Bethnal Green, offers osteopathic treatment support to enhance the health and well-being of local residential and business communities. The clinic is open Monday-Saturday throughout the year.

The clinic is key to the training of London School of Osteopathy students. Over their degree course students will spend at least 1000 hours in the clinic. Students are supported by fully trained osteopathic tutors.

We are currently seeking to appoint a part-time admin/clinic receptionist to join the team. The focus of the role will be to provide admin support to the LSO reception team and also to partake of reception duties. The ideal candidate will have a bright personality, excellent communication and organisational skills. Being, discreet, reliable and able to work under pressure is also important.

Overall responsibilities:

To undertake administration duties for the LSO Teaching Clinic plus providing flexible holiday and sickness cover for receptionist staff.

Key tasks:

- Admin requirements for the LSO teaching clinic including preparing clinical paperwork, inputting exam results, collating student hours, forwarding medical letters etc
- To assist in organising and administering the Clinical Exams with respect to patients, schedules etc.
- Reception duties on one day of the week plus some holiday or sickness cover as required.
- To ensure that the reception area is neat and tidy at all times

Essential attributes:

- Patient focused and have an interest in the allied health professions
- Experience of administration tasks
- Experience of reception duties
- Excellent interpersonal skills both face to face and over the phone
- Able to work in a fast paced environment and willing to adapt to changing work needs
- Team player
- IT skills sufficient for data input and using clinic software
- Willing to work flexible hours (provide holiday and sickness cover)
- GCSE in Maths
- GCSE in English
- Administrative qualification

Experience:

- Reception: 2 years
- Admin: 3 years

Work: Part-time

Hours: 8 hrs per week over 2 days providing admin support and one day of reception duties per week 12noon to 8pm

Salary: £7,800 -£8,000 per annum plus 16.8 days holiday entitlement

The candidate would also be expected to provide up to 17 days of holiday cover annually and this will be remunerated in addition to your annual salary

Benefits: Free access to osteopathic treatment (subject to availability).