



THE
WALDEGRAVE
CLINIC

Job Description

Job Title:	Receptionist
Responsible to:	Clinical Director/Practice Director
Working Hours:	As per contract
Pay:	£12.00 per hour weekdays, £12.50 per hour after 6pm and on Saturdays. After six months: £12.50 per hour weekdays, £13.00 per hour after 6pm and on Saturdays.
Essential Qualities:	Sympathetic approach Enthusiasm Reliability Flexibility Ability to work as part of a team and under pressure To show discretion and maintain confidentiality
Essential Experience:	Good computer skills
Job Summary:	To oversee the smooth running of patients and visitors through the Clinic.
Key Responsibilities:	Daily liaison with patients including handling telephone enquiries and appointment bookings. To explain and collect relevant fees from patients. Enter these on computer and balance at end of each session. Maintaining up-to-date patient details on the computer. To provide an efficiently managed clinic for practitioners.
Note:	This description is not intended to establish a total definition of the job, but an outline of the duties.

April 2022