



## Haygarth Doctors

### Job Profile

**Post** Medical Receptionist

**Type of Contract** Temporary

**Place of work** Hay-on-Wye and Talgarth Medical Centres

**Hours** Full - time 36 hours

**Rate of Pay** £7.85 - £8.25 per hour (negotiable upon experience)

**Pension Scheme** Staff are entitled (if they wish to do so) to join the NHS superannuation scheme. Their contribution is based on a % of their monthly salary. Full details will be available to the successful candidate.

**Annual leave entitlement** 5 weeks per year – Holiday year 1 March - 28(29) February.

#### **Desirable personal competencies include:**

Good communication skills  
Willingness to learn  
Team player  
Flexibility  
Enthusiasm

#### **Job limitations:**

Never work at a level outside your recognised level of competence

To have access to advice and support from the Management Team

Maintain a high standard of conduct

## **Confidentiality**

You will be required to observe and sign the practice Confidentiality Policy and it is a requirement to sign up to the Practice Confidentiality Statement

You must at all times recognise legal responsibilities when handling and recording personal/clinical data in respect of patients and members of the Primary Care Team

The post holder will abide by the legal requirements and statutory rules in respect of all aspects of workload delegated to the post.

This job profile is not exhaustive but reflects the main aspects of the post. It will be subject to periodic reviews and any changes will be in consultation with the post holder. The job profile should be read in conjunction with the job description.

Full terms and conditions will be issued to the successful candidate.

## **Staff handbook**

A staff handbook is available to all members of staff which contains details of the comprehensive terms and conditions of work.

## **Completed application forms**

Please follow the instructions on the application form.