

We are looking for an enthusiastic, reliable Patient Services Clerk to join our busy and friendly team at our Upton Surgery. The candidate will need to have a professional, caring and courteous manner and a thorough understanding of good customer service. You will have excellent communication skills, be reliable, flexible and well organised. Good telephone and I.T. skills are essential as is the ability to work under pressure.

Experience in a similar role would be an advantage although a full training package will be provided. Please see the Job Description for full details of the role. If you would like further information or to arrange an informal visit, please contact Laura Evans on 01202 673159 or [laura.evans@dorset.nhs.uk](mailto:laura.evans@dorset.nhs.uk)

The Adam Practice is a partnership of 16 GPs located at 4 sites in Poole, Dorset. Upton Surgery is currently open 8.00am-6.30pm Monday-Friday (Mon & Wed until 8.00pm). The successful candidate would be expected to work various shift patterns please see below.

Location for this position is currently based at our Upton surgery; however, this may be subject to change. The location could change to any of our other three surgeries Poole, Hamworthy or Lytchett Matravers.

Hours of work will be 30 per week.

Monday 8:30-15:30

Tuesday 9:00-14:00

Wednesday 11:30-15:30

Thursday 8:30-13:30

Friday 8:00-18:00

Starting salary is £8.16 per hour. After one years' service £8.31 per hour after two years' service £8.47 per hour.

Additional benefits include access to NHS Pension Scheme and NHS discounts, 5 weeks' annual leave (inclusive of bank/public holidays that fall in the holiday year).

Closing date: Monday 14th January 2019

Interview date:TBC