

Two Part time Receptionists required

– 11 hours per week and 16.5 hours per week

We are seeking **two part-time Receptionists** to join our busy and vibrant Osteopathy and Complementary Medicine Clinic in North Oxford. Summertown Clinic is a well-established practice with over 20 practitioners dedicated to providing excellent care to hundreds of patients each week.

This is a fantastic opportunity to become part of a friendly, professional, and supportive team in a varied and rewarding role. As the first point of contact for our patients, you will play a key role in creating a welcoming and efficient environment. Your responsibilities will include greeting patients, organising treatment rooms, managing practitioner diaries, and ensuring the smooth operation of the reception area to deliver an exceptional patient experience.

Key Responsibilities

- Providing friendly and professional patient communication, both face-to-face and via telephone
- Managing practitioner diaries using our practice management software
- Processing payments and managing clinic stock
- Overseeing the waiting area and practice rooms to ensure a smooth workflow

What We're Looking For

The ideal candidate will be professional, approachable, and highly organised. Excellent communication skills, strong numeracy and literacy abilities, and a good level of computer literacy are essential. Previous experience in administration or reception is an advantage, but not essential as full training will be provided.

Role Details

We have two part-time positions available:

- 1. Monday Afternoon and Friday Morning**
- 2. Wednesday Afternoon, Thursday Morning, and Friday Afternoon**

Shift Information:

- | | |
|----------------------------------|---------------------------------------|
| - Early Shift: 8:00 am – 1:30 pm | Start Date: 10th February 2025 |
| - Late Shift: 1:30 pm – 7:00 pm | Hourly Rate: £13.52 |

How to Apply

If you are interested in joining our team, please send your CV and a covering letter to **Julia Sinnett** and **James Ruddick** at practicemanager@summertownclinic.co.uk. Alternatively, feel free to call us on 01865 558561 for more information.

We look forward to hearing from you!