



BURCHELL & ASSOCIATES

DPodM MChS

HCPC Registered Podiatry

210 Fulham Palace Road, Hammersmith, London. W6 9NT

(020) 7385 0554 (020) 7386 0935

ten.toes@burchellsfeet.co.uk

www.burchellsfeet.co.uk

April, 2018.

Dear

Thank you for showing an interest in the advertised job as an ad hoc part time and maternity cover Podiatry Practice Receptionist at our Fulham Palace Road podiatry surgery. This job is initially on an ad hoc basis but from August 2018 will be for a set length of time for maternity cover and will involve Monday to Thursday all day but will also involve some Fridays and Saturdays to cover for holidays or illness.

If you feel, once you have read the enclosed JOB DESCRIPTION, that you would like to be considered, and you fulfil the criteria, please complete the attached application form and send or take it to the Practice or email it to: ten.toes@burchellsfeet.co.uk, we will then contact you by email or telephone.

Applications close 1700 hrs on Friday 20th April, 2018.

Interviews will be held in the evenings of Saturday 21st April, Tuesday, 24th April and Thursday, 26th April.

Yours sincerely,

Richard Burchell

Richard Burchell,
M B Burchell & Associates.

JOB DESCRIPTION.

Terms and Conditions.

Job Title: Podiatry Receptionist at 210 Fulham Palace Road, Hammersmith, London. W6 9NT.

Salary: Taxable at £8.53 gross per hour worked paid weekly in arrears by BACS.

Hours: Initially an ad hoc basis after full training to cover holiday, illness and hospital appointments, then from August 2018 all day every Monday to Thursday from 0900 - Closing time, (usually 1700hrs). You will also be expected to be available on other days, including all day Saturdays as required, to cover for holidays and illness.

Annual Leave: There is, pro rata, the statutory paid holiday in addition to the Statutory Bank Holidays, which are unpaid, and only on condition that the surgery is never left without reception cover.

Pension: There is a pension scheme available should you wish to join it.

SUMMARY

The surgery is situated at 210, Fulham Palace Road, W6 and is one of 2 family run practices, the other being in South Croydon, Surrey, providing high quality foot care and advice.

The receptionists' role is to ensure the smooth and efficient running of the surgery for the benefit of both the patient and podiatrist. The job involves dealing with the public of all ages and abilities.

Accountability:

Responsible to Richard Burchell and Rob Thomas, (Practice Manager).

Duties and Responsibilities

The main duty of our receptionists is to provide an efficient and cheerful first point of contact with members of the public and the patients, either face to face, over the telephone or via emails.

It involves answering enquiries, taking messages, making appointments and seeing patients into the treatment areas.

You will be responsible for keeping an accurate computerised appointment book and control of the till balance. There is also a responsibility for maintaining a small stock control. You will also be responsible for the fitting and selling of footwear that is available in the surgery and full training will be given.

General

The applicant: -

needs to have a good telephone voice, clear handwriting and be able to communicate efficiently with all age groups.

must be confident in dealing with money and willing to learn a new computer program.

is expected to deputise for the other receptionist to cover for illness or holidays.

must comply with normal health and safety regulations.

will have to observe the strict confidentiality of patients' medical records and the Data Protection Act requirements in the course of their normal duties.

may be asked to carry out any other appropriate duties, which may be necessary.

This job description is intended as a general guide and may be varied by mutual agreement.

Please note that we operate a NO SMOKING/DRUGS policy within the surgery.

Burchell & Associates
Application Form – Practice Receptionist.
Please complete in your own handwriting

Personal Details:

Name:	
Address:	
Post Code:	
Home Tel No:	Contact Tel. No:
Email address:	

Employment History: (Most recent first, continue on separate sheet if necessary)

Name of Employer	Dates	Post Held and Main Duties	Reason for leaving (If applicable)

Please turn over and complete overleaf.

Burchell & Associates

Application Form

Education:

Professional Qualifications/Courses attended relevant to this post:

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Leisure Activities:

Please tell us something about what you do in your spare time:

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Further Information to support your application:

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Have you ever been convicted of a criminal offence? Yes No

(Declaration subject to the Rehabilitation of Offenders Act 1974)

References:

Please give the names and addresses of two people who we may approach for a reference if your application is successful.

Name..... Name.....

Address:..... Address.....

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Position..... Position.....

If you are successful, when can you start?

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Is there anything else you want to say?

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I can confirm that to the best of my knowledge the above information is correct. I accept that providing deliberately false information could result in my dismissal.

Signature..... Date.....

Please return to: 30 Farley Road, South Croydon Surrey. CR2 8DA, drop it into the Hammersmith surgery or email it to ten.toes@burchellsfeet.co.uk.