

# JOHN LANT & PARTNERS

OSTEOPATHS

206 CHESTERTON ROAD CAMBRIDGE CB4 1NE

Tel: 01223 367661 (3 lines) Fax: 01223 303344 Website: [www.johnlant.co.uk](http://www.johnlant.co.uk)  
BUPA Provider No: 30000056 PPP Provider No: JL00210 NHS Provider HSC 1998/139

**Job Description:** [www.johnlant.co.uk](http://www.johnlant.co.uk)

**Job: Receptionist/Administrator RA2/10**

**CONFIDENTIAL**

**Receptionist:** Do you enjoy working with people? Four half days per week in busy Osteopathic Practice. John Lant & Partners, 206 Chesterton Road, Cambridge CB4 1NE, [admin@johnlant.co.uk](mailto:admin@johnlant.co.uk) or Tel: 367661 for details at [www.johnlant.co.uk](http://www.johnlant.co.uk).

We are a proactive, very busy Practice which operates over in Cambridge, having over 30,000 patients and 3 osteopaths. We require a confident, experienced, receptionist to join our existing efficient receptionist team of four.

The successful candidate must have a solid reception background or similar, be able to liaise with professionals and patients, work effectively under pressure using their own initiative and also be flexible. Medical terminology would be an advantage.

Salary is dependent upon qualifications and experience. The post is 18.68 hours per week working over four days as follows:

Monday	8.30pm to 1.10pm
Tuesday	12.50pm to 5.30pm
Thursday	8.30pm to 1.10pm
Friday	8.30pm to 1.10pm

Telephone: 01223 367661 [3 lines] for an application form and job description.

Closing date: 14th April 2010

Reports to: John Lant, Head of Practice

Post: Job share with 4 Receptionists

Osteopaths: Three full time

Grade: Commencing at salary range £17,472 to £17,888 [£8.40 – £8.60 per hour]

Location: 206 Chesterton Road Cambridge CB4 1NE

Holiday: 5.6 weeks Statutory Allowance

## Job Purpose

To provide reception, secretarial, clerical and administrative support within a team to the practice and its three osteopaths based at the John Lant & Partners, and to process patients through the healthcare service, resources and ICT provision.

## Principal Accountabilities

1. To act as receptionist to the practice and to provide clerical, ICT and administrative support to the Osteopathic Team, using ICT management systems.
2. To attend work punctually
3. To process patients' appointments, requests for general and clinical information and accounts.
4. To receive and process incoming telephone messages.
5. To sort and process mail and email.
6. To assist in the maintenance and development of the office recording and filing systems and to administer cash, Cardnet, payroll and petty cash system.
7. To monitor, record and process patient information through ICT System
8. To maintain patient confidentiality and data protection in carrying out the above tasks.
9. To provide cover for holidays, sickness, training\* and other occasions when colleagues may be unavailable
10. To undertake other duties as required commensurate with the level of the post.

6<sup>th</sup> September 2010

