

# Lyndhurst Surgery

March 2025

Dear Applicant,

## **Part-Time Medical Receptionist**

Thank you for your interest in the working as a Medical Receptionist at Lyndhurst Surgery and joining our team.

I look forward to receiving your completed application form and covering letter, via post, or electronically to the address below, by the closing date of midday, 28<sup>th</sup> March 2025.

The post offers 11.25 contracted hours per week, working over the following days:

Monday: 14.00 – 17.00 (Reception)

Wednesday: 07.45 – 13.00 (Reception)

Thursday: 14.00 – 17.00 (Admin)

All Receptionists must provide cover for each other for holiday and sickness absence (please note this is an essential criteria). Holiday entitlement is 4 weeks per year, plus bank holiday entitlement (pro rata), rising to 5 weeks after 5 years' service. The starting rate of pay is £12.46 per hour. The NHS pension scheme is available and to which you will automatically be enrolled, with the option to 'opt out' if desired. There is free parking on site and NHS discounts available online and on the high street.

Yours faithfully,

*Sara Robinson*

Sara Robinson  
**Practice Manager**

**e. [sara.robinson5@nhs.net](mailto:sara.robinson5@nhs.net)**

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