



Learning & Skills

"Learning for Life"

Apprentice Receptionist

Employer: Orchard Court Surgery
Location: Orchard Road, Darlington, DL3 6HZ
Hours: 37 hours per week
Salary: £4.15 per hour

Duties: This will include:

- Receiving patients
- Receiving and recording requests for home visits
- Assisting patients / other practice members with queries
- Taking messages and ensuring they are passed on to the relevant member of staff
- Making new and follow-up appointments on the computer
- Receiving requests for repeat prescriptions
- Filing of medical records

Training: You will be expected to attend training every other week to work towards the theory elements of the Apprenticeship. The other days will be spent working with your employer gaining the skills and knowledge required to complete the Apprenticeship.

Qualifications you will work towards are:

- Level 3 Business Administrator Apprenticeship
- Functional Skills in English, maths and ICT (as required)

Progression: Progression from a Level 3 Apprenticeship to a full-time administration job or further training.

Closing Date: Friday 11th September 2020

Contact: Please apply on: <https://www.gov.uk/apply-apprenticeship> with vacancy number VAC001647702

Please contact the engagement team on 07960 009540 or lauren.mallaby@darlington.gov.uk for more information.

