



Part-Time Receptionist

Surrey Foot Service | 12 hours per week (with potential to increase hours) | £14 per hour

We're a friendly, growing podiatry clinic focused on keeping people active and pain-free. We're looking for a reliable **Part-Time Receptionist** to support the clinic, and be a welcoming, friendly face for patients.

The Role

You'll play a key role in keeping the clinic running smoothly.

Key responsibilities include:

- Handling calls, emails, and patient enquiries
- Appointment booking and diary management (Cliniko)
- Taking payments and processing transactions
- Supporting the reception team and wider podiatry team day to day

Hours & Location

- **12 hours per week initially** (hours are expected to increase when we move sites later this year)
- Additional reception hours for holiday cover when required
- Expected to attend monthly admin meetings, team meetings, and clinic away days



What We're Looking For

- Strong organisation and attention to detail
- Friendly, confident communication skills
- Comfortable using IT systems (training provided)
- Able to work independently and manage time well
- Admin or healthcare experience helpful, but not essential

Salary

- **£14 per hour**

Benefits

- Supportive, welcoming team
- CPD and learning opportunities
- 25 days annual leave (pro rata) plus bank holidays plus paid leave when clinic closed between Christmas and New Year
- Uniform provided
- Company pension with Nest
- Training, support and development
- Team socials
- Quarterly team days
- Monthly one to one and team meetings
- Free on-site parking



To apply:

Please send your CV and a short covering message explaining why you'd be a great fit to fiona@surreyfootservice.co.uk.