



West London NHS Trust has a new job opportunity.



Would you like to work as a **Receptionist / Team Administrator** in the **Ealing** Recovery West Team or the **Hounslow** Recovery Team?



You will work closely with other members of your team to provide a very good reception service.

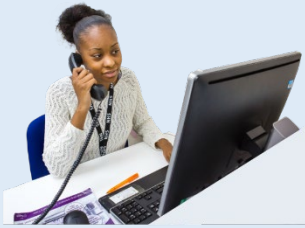


We are looking for positive and friendly people to work in these jobs.



You will:

- meet people on reception and tell your team when they have arrived.



- update electronic patient records on the computer.



- make sure the reception area has the right information that is up-to-date.



- answer the phone and deal with any questions that the callers have.



- support the Team Administrator to provide a very good reception service.



If you are successful you will go on training courses to get better at your job.



To get your Easy Read Job Application Pack:



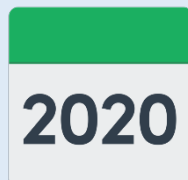
If you would like to work in **Ealing** please contact:

Karen.skerrit@westlodnon.nhs.uk



If you would like to work in **Hounslow** please contact

lisa.wyatt-ash@westlondon.nhs.uk



The closing date for this job is

31 January 2020



West London NHS Trust is a **Disability Confident Employer**.



We have a **Guaranteed Interview Scheme**.

This means you would get an interview if:



- you have a disability



- and you have the **knowledge**, **experience** and **skills** listed in the Person Specification