

Amazing opportunity for a Receptionist

BACK BODY



Join the Award-Winning Back and Body Clinic Team!

 **LOCATION:** Milton Keynes, The Hub

About the Back & Body Clinic

We're not just another clinic – we're a community. The Back & Body Clinic is a dynamic, forward-thinking, and award-winning musculoskeletal clinic with now six locations across Northampton, Bedford, Towcester and now Milton Keynes. We are proud to offer an exceptional patient experience that blends high-level professionalism with a warm, friendly approach.

With over **50 team members**, including Physiotherapists, Osteopaths, Women's Health Physios, Sports Massage Therapists, Independent Prescribers, Injection Therapists, Sports & Medicine Consultants, and our incredible **reception team**, we're dedicated to helping people feel their very best.

About the Role

This is a varied, people-focused role where you'll be the warm and welcoming face of the clinic. You'll support our patients and staff alike, handling both front-of-house and administrative duties to ensure the clinic runs smoothly.

Your responsibilities will include:

- **Greeting and assisting patients**
- **Managing bookings and handling enquiries**
- **Providing admin support to clinicians**
- **Working across different software systems and portals**
- **Helping create a calm and professional atmosphere for all who walk through our doors**

We've received national recognition including:



**National Employer
of the Year**



**Midlands Service
Provider of the Year**



Perks & Benefits

- Company pension
- Employee discounts
- One free 30-minute treatment per month
- Free parking
- Supportive, fun and professional team culture
- Work in a bright, modern, and award-winning clinic



About you

You'll be a perfect fit if you:

- Have at least 1 year of experience in a reception/front desk role
- Are friendly, approachable, and excellent with people
- Can multi-task and remain calm under pressure
- Are highly organised and dependable
- Have great IT skills, especially with spreadsheets and digital portals
- Are flexible with working hours to help cover staff absences

Bonus points if you've worked in a clinical or healthcare environment – but it's not essential.

Additional information

- Job Type:** Part-time, Permanent
- Pay:** From £12.50 per hour (DOE)
- Location:** In person, at our Milton Keynes clinic MK9
- Schedule:**
- Monday to Friday
 - Approx 23.5hrs a week
 - Flexibility is key!

Application process

Shortlisted candidates will be asked to send a **1-minute introductory video** to help us get to know you.

Please wait until we contact you before submitting your video – we won't be able to proceed without it.

Learn more about us and meet the team:

Website: www.backandbodyclinic.co.uk

Instagram: [thebackandbodyclinic](https://www.instagram.com/thebackandbodyclinic)

Facebook: [The Back and Body Clinic](https://www.facebook.com/TheBackandBodyClinic)



Ref: Receptionist Job Advert