



## Pharmacy Apprenticeship in Noak Bridge, Basildon

Duties and responsibilities:

- Greet and serve patients.
- Take in and hand out prescriptions.
- Managing the cash register and completing transactions.
- Advise patients on basic medication queries.
- Refer to a pharmacist with complex medication questions.
- Work as part of a team to prepare prescriptions (gathering and labelling medication)
- Answer telephone calls in a professional manner
- Assist in accepting and processing deliveries.
- Assist in stock management.
- Contribute to cleaning and organising the shop floor and dispensary areas.
- Assist with administrative tasks such as shredding, cashing up, filing etc.
- Report any issues to the pharmacist (including patient queries, health, and safety)

The candidate will be expected to do an online course with National Pharmacy Association.

This qualification is recognised throughout UK and approved by the GPhC.

The candidate will be paid to work for 30 hours a week and will get a day off to focus on the course as per apprentice scheme requirements.

The pay rate will be apprentice wages.

The candidate will have a named supervisor within the pharmacy and there will be a course tutor.

There is currently one other staff member doing this course.

Positions available: x2

Start Date: ASAP x1 and x1 in September 2024

What does a Pharmacy Assistant do? <https://nationalcareers.service.gov.uk/job-profiles/pharmacy-assistant>

- ❖ **Send C.V - stating what interests you about this apprenticeship and what experience you have and if your available now or after exams.**

Applications to [apprenticeship.hub@essex.gov.uk](mailto:apprenticeship.hub@essex.gov.uk)

