



CLARK
OPTOMETRISTS

Clinical & Optical Assistant

Job Description



We're looking for a Clinical & Optical Assistant to join our busy and growing independent practice. This is an opportunity to build a rewarding career in eye care, working alongside our optometrists and experienced, supportive team.

No previous optical experience is required. We are looking for someone with the right attitude, excellent attention to detail and a genuine willingness to learn.

This is a practical, hands-on role where you'll learn by doing. You'll receive training in reception processes, clinical pre-screening, including retinal photography and visual fields and practical optical skills such as verifying spectacles and contact lenses. These skills allow you to make a real contribution to the team from an early stage. As your experience grows, you'll develop the more advanced knowledge and judgement involved in optical dispensing, helping patients choose eyewear that suits both their vision and lifestyle.

We're looking for someone who enjoys learning, takes pride in doing things properly and is naturally organised. You'll notice the small details, enjoy working with people and be happy getting stuck in wherever you're needed. An interest in healthcare, optics, science or eyewear would be an advantage, but your attitude, work ethic and attention to detail are what matter most.

We're committed to investing in our team. Alongside hands-on experience in practice, you'll have the opportunity to complete recognised optical training courses and build a long-term career with us.

Salary is negotiable and will reflect the skills, experience and potential you bring to the role.



Job Description

Job Title: Clinical & Optical Assistant

Reports To: Practice Coordinator / Directors

Purpose of the Role

This is a practical, hands-on role where you'll learn by doing. You'll quickly become an important part of the day-to-day operation of the practice, supporting patients, assisting our optometrists and carrying out many of the practical tasks that keep everything running smoothly.

You'll develop practical clinical skills from an early stage, while gradually building the knowledge and experience needed to become a confident dispenser.

Key Responsibilities

Patient Support

- Welcome patients in a friendly and professional manner.
- Check patients in for appointments.
- Book and amend appointments.
- Answer telephone and email enquiries.
- Help deliver an excellent experience for every patient.

Patient Support

Following training, you'll learn to:

- Carry out retinal photography.
- Perform visual field testing.
- Use autorefraction equipment.
- Capture OCT scans.
- Prepare consulting rooms and equipment.
- Support optometrists during clinics.
- Assist with patient flow throughout the day.

Operational Support

You'll play an important role behind the scenes by helping to keep the practice running efficiently.

Responsibilities include:

- Verifying and checking in completed spectacles and contact lenses.
- Preparing orders for collection.
- Carrying out spectacle adjustments and minor repairs.
- Assisting with stock control.
- Preparing clinics and consulting rooms.
- Helping maintain equipment and working areas.
- Supporting colleagues wherever needed to ensure the smooth running of the practice.

Optical Dispensing

As your experience develops, you'll progressively learn to:

- Assist patients in choosing suitable frames.
- Develop an understanding of spectacle lenses and lens options.
- Learn the principles of optical dispensing.
- Take dispensing measurements.
- Support contact lens services where appropriate.



Training and Development

No previous optical experience is required.

We'll provide structured in-house training alongside recognised external optical training courses, allowing you to develop both practical skills and professional knowledge.

Training is likely to include:

- Reception systems
- Patient communication
- Clinical pre-screening
- Optical terminology
- Spectacle verification
- Optical dispensing
- Contact lenses
- NHS procedures
- Professional standards

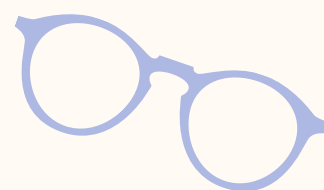
Person Specification

Essential

- Friendly and approachable.
- Excellent attention to detail.
- Strong organisational skills.
- Positive attitude and willingness to learn.
- Reliable and dependable.
- Able to work calmly in a busy environment.
- A practical, hands-on approach to work.
- Enjoys working as part of a team.
- Takes pride in doing things well.

Desirable

- Customer service experience.
- Experience in a healthcare environment.
- Interest in healthcare, science or optics.
- Interest in eyewear and fashion.
- Experience using computer systems.



What Success Looks Like

A successful Clinical & Optical Assistant will:

- Become a reliable source of support for both patients and colleagues.
- Take ownership of the practical tasks that keep the practice running efficiently.
- Develop confidence using specialist clinical equipment.
- Deliver an excellent patient experience.
- Build strong dispensing knowledge over time.
- Continue developing through training and experience.

How To Apply

Send your CV and a covering letter to susan.hamilton@clarkopto.co.uk

Closing date for applications: **End of September 2026**



01856 872857



www.clarkopto.co.uk



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