A PERSONAL LETTER FROM OUR CEO

Your career *starts here.*

For future Apprentice Dental Nurses and TCOs & Receptionists

Dr Saeid Haghri
CEO, Dentopedia Group

dentopediagroup.com/careers

Dear future *team member,*

Thank you for taking a few minutes to read this. If you're thinking about a career in dentistry, or wondering what working with us is really like, this letter is for you.

Dentopedia Group has been delivering private dental care for more than 10 years. Today we run seven clinics: 310 Dental Care, Dorchester Village Dentist, Marlow Dentist, Woodley Dentist and Redbourn Dentist, plus Oxford Skin Clinic and Marlow Skin Clinic. We work across Oxfordshire, Buckinghamshire, Berkshire, Hertfordshire and Surrey, and we're still growing.

Every new clinic creates new roles, and I would always rather those roles go to people who already know and live our values. That is why we invest so much in training and why your first job with us can become a real career.

> *"Great people deserve a place to grow. If you are kind, curious and ready to learn, I want to meet you."*

What we believe

Kindness	We care deeply, for our patients, for each other and for our communities.
Excellence	We aim for the highest standards in clinical care, service and professionalism.
Integrity	We do the right thing, even when no one is watching.
Growth	We are always learning and improving, as individuals and as a team.
Teamwork	We support one another, share ideas and celebrate successes together.

Two roles, one family

We are currently recruiting for two positions: **Apprentice Dental Nurse** and **TCO & Receptionist**. Neither needs previous experience. What matters most is kindness, a great attitude and a love of people.

Apprentice Dental Nurse

Dental nurses are at the heart of every patient's visit. You will help patients feel at ease, prepare the surgery, assist the dentist during treatment and keep everything clean and safe. You will work alongside dentists, implant surgeons and specialists, and learn modern techniques such as digital scanning.

TCO & Receptionist

Our TCOs and receptionists are the first smile every patient sees. You will welcome patients, manage the diary and handle calls and messages. As a treatment coordinator (TCO) you will also talk patients through their treatment options and finance, and help them say yes to a new smile. **Full training is provided in house**, covering our consultation process, finance options and systems, and you earn commission on the treatments you help patients go ahead with. If you love people and love being organised, you will be brilliant at this.

Base salary plus commission. All our positions come with a base salary, plus commission on top when you are productive and help with other areas of business growth. The more you put in, the more you take home.

No experience? We will train you.

If you are new to dentistry, we can set you up on a **Dental Nurse Apprenticeship**. You will be employed and paid while you work in one of our clinics and study for your dental nursing qualification, usually over 18 to 24 months. At the end you can register with the General Dental Council as a qualified dental nurse.

You will never be on your own. Every new starter has a structured induction, time shadowing experienced colleagues, and a mentor to support them.

Where your career can go

	Dental nurse path	TCO & receptionist path
1	Trainee dental nurse on our apprenticeship	TCO & dental receptionist
2	Qualified, GDC registered dental nurse	Senior TCO
3	Extra skills: implant, sedation or orthodontic nursing, radiography, oral health education	Clinic manager
4	Lead nurse, treatment coordinator, clinic manager, or further study to become a dental hygienist or therapist	Central team roles: operations, patient call centre, marketing or HR

Becoming a dental hygienist or therapist means further study at university or dental school. If that is your goal, we will help you plan the route and build the experience you need to get there.

What you get with us

- **Base salary plus commission:** in every role, when you are productive and help the business grow.
- **50% off your own treatment:** at any Dentopedia clinic, plus 20% off for your family and relatives.
- **Three fully paid staff events a year:** our Summer Event, Winter Event and Christmas Party.
- **Christmas bonus and seasonal gifts:** plus ad hoc Amazon gift vouchers for great work.
- **Free private GP and Employee Assistance Programme:** for you and your immediate family: unlimited virtual GP appointments (8am to 10pm, 7 days a week), 24/7 confidential counselling, a legal advice helpline, family care support and a full wellbeing platform.
- **Training and development:** mandatory training every year, access to approved CPD, mentoring, and an annual review of your goals.
- **Your uniform:** dental nurses receive a set of pink Dentopedia scrubs.

How to apply

Find out more about both roles at **dentopediagroup.com/careers**. All our current vacancies are also listed at **apply.workable.com/dentopedia-group**, where you can apply online in a few minutes. Our people team is led by **Miss Liliia Savka, Chief Human Resources Officer**. If you would like to ask about apprenticeships or anything else, simply get in touch, or send Liliia a message on WhatsApp. No question is too small.

Careers	dentopediagroup.com/careers
Vacancies	apply.workable.com/dentopedia-group
Email	HR@dentopediagroup.com
Phone / WhatsApp	+44 7543 547522 (tap to WhatsApp)
Instagram	@dentopedia_group
Website	dentopediagroup.com

I am proud of the team we have built, and I would love you to be part of what comes next. Welcome to a group where excellence is celebrated, teamwork comes naturally and every smile matters, including yours.

With warm wishes,

Dr Saeid Haghri
BDS Hons (Lond) Dip (Prim) MJDF RCS (Eng)
CEO, Dentopedia Group

Dentopedia Group is an equal opportunities employer and welcomes applications from everyone.