**Current Vacancy**

**Do you want to work for us?**

**Receptionist – 24 hours per week plus cover**

We are looking for a confident person with an excellent telephone manner to work in this busy GP surgery.

The ideal candidate will:

* Have a caring nature and be able to show empathy to our patients.
* Be able to demonstrate good team working.
* Have a positive, ‘can-do’ attitude.
* Be able to pick up processes and information quickly and put these into action.
* Be computer literate.
* Be fully flexible to cover annual leave and short notice sick leave.

The role will involve dealing with patients’ queries on the telephone, by email and in person, processing prescription requests, arranging home visits, scanning documents, processing card and cash payments from patients. Full training will be given.

The hours are to be worked as follows:

Monday 08:00-14:00

Wednesday 14:00-20:00

Thursday 08:00-14:00

Friday 08:00-14:00

Pay £9.70 per hour plus £15 after 6.30pm and at weekends.

There is a requirement to work one weekend in 10 (6 hours)

The post is subject to satisfactory references and a DBS check.

Zero hour holiday / sickness cover will also be considered.

Closing date 5/8/22. To apply, please send full CV to **mseicb-me.NCHC@nhs.net**marked as ‘reception vacancy’ in title or drop your CV into reception in an envelope marked for the attention of Julie Chinnick.