**TEMPLE SOWERBY MEDICAL PRACTICE**

We wish to recruit for the following roles to join the Team in our busy GP Practice. We are seeking individuals who are: friendly, down to earth, flexible and passionate about making a difference to our patient experience. Successful applicants will have excellent IT skills, be able to work calmly under pressure, have a good telephone manner, exceptional communication skills and be able to contribute to our high standards of patient care.

**Receptionist / Administrator Full Time 37.5 hours**

**Monday to Friday 9am to 5pm**

Previous admin experience preferably in a GP Practice is desirable.

**Dispensing Assistant 28.5 hours (pro rata from 37.5)**

**Tues / Thur / Fri 9am to 5pm & Wed 08:30am to 1pm**

Previous dispensing experience is desirable.

**Salary for both posts circa £19,500 in addition we offer a very attractive pension and generous holiday allowance. You will receive ongoing training and support.**

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DBS clearance and 2 references will be required

For further information, job descriptions or to access an application form for the above roles please visit our website: [www.templesowerbymedicalpractice.co.uk](http://www.templesowerbymedicalpractice.co.uk) or contact heidi.strong@nhs.net

All applications must consist of a completed application form and covering letter sent to:

Paula Breen, Practice General Manager, Temple Sowerby Medical Practice, Linden Park, Temple Sowerby, CA10 1RW, Email paula.breen@nhs.net Tel: 01768 366851

Closing date: Monday 27th June 12 noon.