**TEMPLE SOWERBY MEDICAL PRACTICE**

We wish to recruit for the following role to join the Team in our busy GP Practice. We are looking for someone who is: 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 Part Time 10 hours**

**Tuesday & Friday 8am to 1pm**

Previous admin experience preferably in a GP Practice is desirable.

**Salary for this posts circa £22,500 (pro rata for part time hours) 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 jackie.oneil@nhs.net

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

Jackie O’Neil, Practice Operations Manager, Temple Sowerby Medical Practice, Linden Park, Temple Sowerby, CA10 1RW, Email jackie.oneil@nhs.net Tel: 01768 366851

Closing date: Monday 29th April 12 noon.