

OVERTON PARK SURGERY

Receptionist 20 hours a week

We are looking for a new member of staff to join our excellent reception team at Overton Park Surgery.

We pride ourselves on being a good practice, responsive to patients and this is shown in the comments we receive on our website/NHS Choices and over 98% of our patients would recommend us to their Family and Friends.

The role will be responsible for supporting patients, GPs and other practice staff, ensuring we meet both patient expectations and our high standards of service.

To be considered for the role you must be able to demonstrate a full awareness of the role of a GP receptionist and have excellent people skills.

The shift pattern is as follows:

Mondays 10:30 – 14:30

Tuesdays 08:30 – 11:30

Wednesdays 14:30 – 18:30

Thursdays 13:00 – 16:00

Fridays 12:30 – 18:30

Starting hourly rate £7.80 per hour rising to £8.16 on successful completion of your probationary period.

Please apply by completing an application form and emailing it to:

overton.opsdirect@nhs.net

CLOSING DATE 9am 24th November 2017.

Interviews will take place week commencing 4th December 2017.