

VACANCY: GP RECEPTIONIST

Part-time Receptionist Required – General Practice, Guildford

We are currently looking to recruit a GP Receptionist for 15.5 hours per week. This is an exciting opportunity for a highly motivated, friendly and hard-working enthusiastic individual who enjoys working with members of the public. We are a busy, friendly NHS Medical Centre located in Guildford (main site). Experience in working within General Practice and/or the National Health Service is desirable but not essential as full training will be given to the right candidate.

Salary: £8 per hour (£12/hr from 6pm to 8.15pm)

Closing date: Monday 6/8/18

Interview dates: Wednesday 15/8/18

Working pattern:

15.5 hours per week as follows:

Monday: 8.30am to 1.45pm

Thursday: 2pm to 6pm

Friday: 2pm to 8.15pm

Days and shifts are distributed between our two sites within approx. 3 miles of each other
(Flexibility essential to meet the needs of the practice)

Application Process:

Please email your CV and covering letter to Mrs Annie Holyoak at: annie.holyoak@nhs.net

Alternatively, these can be posted to: Mrs Annie Holyoak, Reception Manager, Fairlands Medical Centre, Fairlands Avenue, Worplesdon, Guildford, GU3 3NA

Disclosure and Barring Service Check

This post is subject to the Rehabilitation of Offenders Act (Exceptions Order) 1975 and as such it will be necessary for a submission for Disclosure to be made to the Disclosure and Barring Service (formerly known as CRB) to check for any previous criminal convictions.