

# **VACANCY: GP RECEPTIONIST**

## **Part-time Receptionist Required – General Practice, Guildford**

We are currently looking to recruit a GP Receptionist for 16 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

**Closing date:** Tuesday 8/5/18

**Interview dates:** Wednesday 16/5/18 & Thursday 17/5/18

### **Working pattern:**

16 hours per week as follows:

**Monday** (2pm to 7pm); **Tuesday** (8am to 1pm); **Friday** (8am to 2pm).

Days and shifts are distributed between our two sites within approx. 3 miles of each other

### **Application Process:**

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