



VACANCY FOR A MEDICAL RECEPTIONIST

The Glebe Surgery is an innovative, purpose-built GP practice, in the heart of the beautiful Sussex countryside. We are looking to recruit a Medical Receptionist to join our friendly, hardworking Reception team.

We are a large, welcoming practice with an emphasis on patient satisfaction. You will be working as part of a happy, supportive team. If you are already experienced with NHS General Practice but are looking for a change, or a friendlier, happier work environment then we are the practice for you.

We currently use the SystemOne clinical system.
We are looking for a minimum of 20 hours per week.
Starting salary from £11.44 per hour (dependant on experience)

The post holder will be responsible for undertaking a wide range of reception duties and the provision of general support to the multidisciplinary team. Duties can include, but are not limited to, answering the phones, effective use of the appointment system, booking appointments, process of information and assisting patients as required. Receptionists act as the central point of contact for patients, the distribution of information, messages and enquiries for the clinical team, liaising with multidisciplinary team members and external agencies, such as secondary care and community service providers, greeting and directing patients.

This is a very busy, and at times stressful, role and being able to work under pressure is a must.

You will be required to work various shifts including mornings, afternoons and possibly some evenings and weekends.

The successful candidate will be educated to GCSE level or equivalent.

Have excellent communication, strong IT skills, clear and polite telephone manner. Ability to work as a team member and autonomously. Have good interpersonal, problem solving and analytical skills.

Experience of working with the general public is essential preferably within Primary Care or an NHS environment.

Please apply in writing providing details of previous relevant experience, if possible in the form of a CV, and why you think you should be considered for this role.

Please email your application to jane.tewsley@nhs.net