

New vacancy - experienced GP receptionist

The post

- ✓ Ideally full time (part-time considered for the right candidate)
- ✓ Permanent contract (initial six months probationary period)
- ✓ Up to £10.00 per hour depending on experience
- ✓ Five weeks annual leave (pro rata) plus bank holidays.
- ✓ NHS pension scheme available

The person

We are looking for an experienced GP practice receptionist who is enthusiastic about delivering high-quality services to our patients, and brings excellent communication and organisation skills. The successful candidate will have a satisfactory DBS check, excellent references, and experience using a clinical system such as SystemOne.

The practice

St George's is a high-achieving and forward-thinking dispensing practice based in modern accessible premises in Littleport, Cambridgeshire. We are an accredited GP-training practice, use SystemOne, and care for over 11,000 patients. We have a strong clinical team of six GPs and eleven nurses, supported by an experienced administration team.

CQC rate us Good with Outstanding features, and we are rated 5-stars by our patients on NHS Choices. St George's demonstrates innovative practices, for example hosting day surgery services from King's Lynn hospital and outreach oncology services from Addenbrookes. We are committed to staff development, and being a fair and family-friendly employer.

How to apply

To apply, or request more information please email Practice Managers Poppy Knowles or Simon Randall at CAPCCG.pm-sgmc@nhs.net

Closing date for applications is **9pm Sunday 9th December 2018**