

# **The Old Fire Station Surgery Beverley**

## **Medical Receptionist**

We are a long established GP Practice in the heart of Beverley and have a staff vacancy for a Medical Receptionist. Duties will include appointment booking, handling patient enquiries and preparing repeat prescriptions. This does provide an excellent opportunity to move into General Practice and join our team of established receptionists at our busy surgery. The refurbished premises in 2020 offer a pleasant working environment and operate with a full compliment of doctors and nurses.

Whilst there is no expectation for previous NHS working, experience in an office environment is preferred and training will be provided as necessary. The successful candidate will relate well to members of the public, have a professional and confident manner, have well developed administrative and people skills and should be reliable and flexible as to working hours Monday to Friday which are between 7.45am and 6.00pm.

The role is to be initially offered at 10 hours per week split over two days and it is expected the position holder will be able to provide additional hours for sickness and holiday cover. It is likely that contracted hours will increase in the future.

The rate of pay is currently £9.00 per hour and whilst we are unable to offer discount off your shopping or similar, the generous NHS Pension scheme is available.

Since we are looking for an early start date we would appreciate if the application can be completed and returned to us as soon as possible; our initial return date is Tuesday 2 November 2021.

### **Selection and Application Process**

- Please complete the application form available from our website and return this to Richard Langthorp, Practice Manager
- Applications will be reviewed and candidates will be selected for interview
- Should you wish to visit the Practice for an informal discussion please contact either Richard Langthorp or Karen Dunn at the Old Fire Station Surgery on 01482 862236.

Thank you for your interest in this vacancy.