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Deer Park Family Medical Practice
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www.deerpark.nhs.uk

Deer Park Family Medical Practice

Part-Time Medical Receptionist Vacancy (3 afternoons per week)

We are looking to recruit an enthusiastic team player to join our administration team working mainly within Reception. We are a friendly supportive Practice which has been established in Wollaton for many years. The Practice has experienced some significant growth in the last 24 months leading to the need to increase our staff numbers.

What we are looking for:

- Ability to work within a team in a fast paced medical environment
- Ability to use computers, especially windows based packages – full training will be given to use EMIS Web, DocMan and other bespoke packages
- Confident, polite and courteous telephone manner
- Flexibility towards working hours – as the Practice continues to grow the number of hours for this post may grow accordingly
- Good standard of Education
- Prior knowledge of Primary Care or working in Health Care is not essential

This post is initially working 15 hours per week (3 afternoons shifts per week)

The practice is open between 8am and 6.30pm so the successful candidate must be available to work within these hours. The starting salary for this post is by negotiable and you will be able to join the NHS Pension scheme.

We are looking for the right person to fit into our established team, we can teach you all you need to know about General Practice and Primary Care.

Please contact Anne Callaghan, Practice Manager on telephone number 0115 9282216 for a job description and personal specification prior to application.

Closing date for applications by covering letter and CV is 26th August 2021

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