



Drs Edwards, Hayes, Cleary & Grant

17 March 2025

Dear Applicant

**Re: Receptionist Vacancy – Yorkley & Bream Surgery
23 Hours per Week Plus Cover**

Thank you for expressing an interest in this vacancy within our Admin team. We are looking for a friendly, competent individual to join our existing team who is flexible with a willingness to learn and ability to adapt to ever changing ways of working. We seek an applicant who enjoys working with the public and is committed to providing an excellent, person-centred service. It is essential that the successful applicant is able to work at both the main site, Yorkley Health Centre, the branch site at Bream and provide cover for absent colleagues (both emergency cover when necessary and for planned absences).

We are a four GP Partner Practice with a multi-disciplinary team looking after a local population of approximately 8900 patients. As a Training Practice we are committed to training all staff and have a regular allocation of trainee GPs. Full training for this post will be given to the successful candidate.

We pride ourselves on the service we offer our patients and our excellent local reputation - all staff are integral to this. As a receptionist and first point of contact for many of our patients, we seek an individual who will be professional, have the ability and willingness to gain knowledge in order to handle calls in an effective, helpful and polite manner to coordinate and direct care as appropriate. There are additional administrative tasks associated with this role.

Hours of Work will be:

Day	Hours	Location
Monday	8.15am – 1.00pm & 2.00pm – 6.30pm	Yorkley Health Centre
Tuesday	Day Off	
Wednesday	7.45 am – 1.00 pm & 2.00 pm – 6.30 pm	Yorkley Health Centre
Thursday	Day Off	
Friday	1.00 pm – 5.00 pm	Yorkley Health Centre

There is a requirement, from time-to-time to work evenings and weekends (by prior arrangement) and to cover absent staff during the week.

Yorkley Health Centre, Bailey Hill, Yorkley, GL15 4RS, Tel: 01594 562 437

Bream Surgery, Beech Way, Bream, GL15 6NB, Tel: 01594 562 437

VAT registered 879060296

www.yorkleyhealthcentre.nhs.uk

yorkley.secretary@nhs.net

reception.yorkleyhealthcentre@nhs.net



orkley & Bream

Surgery

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Whilst the hours are advertised at 23 hours per week, there is flexibility to offer a longer break on a Wednesday if the successful applicant would like a longer unpaid lunchbreak (up to 2 hours) on this day only. All other hours are set to meet the needs of the Practice and cover required on reception; therefore, I am unable to negotiate on these.

If you are interested in applying, please complete the application form, using additional pages if necessary and return to me marked confidential. Application forms are available for collection from reception at Yorkley Health Centre, download from our Practice website or online via NHS Jobs. Please do not send a Curriculum Vitae as your application may not be considered. Please also send a covering letter (with your application), telling us a little about yourself. If you have any queries about the role, please contact me in the first instance by email gayle.sykes@nhs.net. Interviews are likely to be held week commencing 14 April 2025, please mark on your application if you are not able to attend during that week and why. Minimum starting salary will be £12.21 per hour in line with national living wage (further salary review pending). Job offer will be conditional upon successful completion of 6-month probationary period, receipt of satisfactory references and DBS check.

Please note that if you are a registered patient at Yorkley and Bream Surgery and are successfully appointed, you will be asked to register at another Surgery within 1 month of joining.

The closing date for this vacancy is Wednesday 02 April 2025 and we look forward to receiving your application.

With best wishes.

Yours sincerely

Gayle Sykes
Practice Manager

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