

Vacancy for Receptionist

23 hours per week

We are looking for an enthusiastic, competent and friendly Receptionist to join our team based at Yorkley Health Centre and Bream Surgery.

Day	Hours	Location
Monday	8.30am – 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 (See covering letter re: lunchbreak for this day)	Yorkley Health Centre
Thursday	Day Off	
Friday	1.00 pm – 5.00 pm	Yorkley Health Centre

Applicants should demonstrate excellent telephone, administration, communication and organisational skills as well as ability to navigate IT systems, ability to follow instructions and work calmly under pressure. Able to work at both sites and work additional hours to cover for absent colleagues essential. Previous reception/administration experience desirable, willingness to learn essential.

Full Job pack available at Reception at Yorkley Health Centre or

www.yorkleyhealthcentre.co.uk

or on NHS Jobs

Closing date Wednesday 02 April 2025

Interviews week commencing 14 April 2025

enquiries to gayle.sykes@nhs.net

Please note, if successful applicant is a registered patient with Yorkley & Bream Surgery, they will be required to re-register with another Practice within 1 month of commencing the role.

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

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

www.yorkleyhealthcentre.nhs.uk

yorkley.secretary@nhs.net

reception.yorkleyhealthcentre@nhs.net