



Drs Edwards, Cleary, Grant & McIntyre

23 June 2026

Dear Applicant

**Re: Temporary Receptionist – Yorkley & Bream Surgery  
25<sup>1</sup>/<sub>4</sub> Hours per Week Plus Cover  
Job Share Application considered**

Thank you for expressing an interest in this vacancy in our Reception Team. Due to unforeseen circumstances we are offering a fixed term post to cover Reception duties – we are anticipating the contract will be for 6 months but will cease if the current postholder returns to work beforehand. We are looking for a friendly, competent individual to join our existing team. We seek someone who is flexible, adaptable, enjoys working with the public and is committed to providing an excellent, person-centred service. The wellbeing of our team is of utmost importance to us; this post will be attractive to an individual who values being part of a team working together to achieve the common goal of excellent patient care. We have two surgery premises, and the postholder will need to be able to work at both – Yorkley Health Centre and Bream Surgery. Cover for absent colleagues is essential (both emergency cover when necessary and for planned absences).

We have four GP Partners, four salaried GPs and a multi-disciplinary team looking after a local population of approximately 9100 patients. As a Training Practice we are committed to training all staff and have a regular allocation of trainee GPs. We are committed to providing a full induction programme as well as mandatory training.

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 in managing both telephone and face to face patient interactions in an effective, helpful and polite manner - undertaking care navigation duties to direct patients to the correct service and appropriately book appointments. There are additional administrative tasks associated with this role.

**Hours of Work will be:**

| Day       | Hours                                       | Location              |
|-----------|---------------------------------------------|-----------------------|
| Monday    | 8.30 am – 12.00 pm and<br>1.00 pm – 5.00 pm | Yorkley Health Centre |
| Tuesday   | Day Off                                     |                       |
| Wednesday | Day Off                                     |                       |
| Thursday  | 7.45 am – 12.00 pm and<br>1.00 pm – 4.30 pm | Yorkley Health Centre |
| Friday    | 8.00 am – 1.00 pm and<br>2.00 pm – 6.30 pm  | Yorkley Health Centre |

**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](http://www.yorkleyhealthcentre.nhs.uk)

[yorkley.secretary@nhs.net](mailto:yorkley.secretary@nhs.net)

[reception.yorkleyhealthcentre@nhs.net](mailto:reception.yorkleyhealthcentre@nhs.net)



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If you are interested in applying, please complete the application form available from our website for download, in the recruitment pack from Yorkley Health Centre Reception or directly on NHS Jobs. Please use additional pages if necessary and return to me marked confidential or submit directly through 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 but you will be unable to do this via NHS Jobs), 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](mailto:gayle.sykes@nhs.net). Starting salary will be £12.71, increased via annual pay increase if applicable. A job offer will be conditional upon successful completion of 6-month probationary period, receipt of satisfactory references and DBS check. Those seeking a job share will be considered, please outline total hours required in your application.

Please note, we do not allow our staff to be registered patients with us. However, if the successful applicant is a registered patient, we will allow them to remain a patient during the fixed term, temporary contract (and withhold the right to request them to register with another Surgery at any time should the need arise). However, should the applicant become a permanent member of staff then they will be required to register at another Surgery within 1 month of permanent contract being offered.

The closing date for this vacancy is Friday 10 July 2026, we look forward to receiving your application.

With best wishes.

Yours sincerely

**Gayle Sykes**  
**Practice Manager**

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

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