# Lead GP Receptionist

The Clays Practice serves a population of 13,500 patients. We are looking to expand our fully staffed reception team, by recruiting a highly motivated, flexible and well organised professional to lead the reception team at our GP practices based in Roche, Bugle & St Dennis.

We are looking for a Lead GP Receptionist to support our busy, friendly reception team and help to ensure that our patients receive the best possible service from the practice.

They will be working alongside the HR & Compliance manager and Dispensary Manager.

We are looking for a candidate with at least 3 full years’ experience of working within a GP reception environment. Knowledge of SystmOne and excellent communication skills are essential.

**Hours:** 37.5 hours per week Monday to Friday

**Salary:** £14 gross per hour, plus NHS pension

**Days:** Monday 08:15-17:00

Tuesday 08:15-17:00

Wednesday 08:15-12:45

Thursday 08:15-17:00

Friday 08:15-17:00

For job description etc please see the vacancy page of our website [www.theclayspractice.co.uk](http://www.theclayspractice.co.uk)

**To apply please email a covering letter and CV to Clayton.Roberts@nhs.net**

The closing date for this vacancy is 26th November 2024 at 17:00

with interviews taking place on 3rd December 2024

A DBS check and two references will be required before commencing employment.