

Part-time RECEPTIONIST Vacancy



The Hessle Grange Medical Practice is seeking an experienced and organised individual to join our reception team for between 16—24 hours per week.

We are a large innovative and forward-thinking GMS practice located to the west of Hull in the picturesque village of Hessle which is in easy reach of Hull City Centre and close to motorway access to the rest of Yorkshire and Lincolnshire.

The practice is fully computerised (SystemOne). We are also a training and teaching practice. We currently have a patient list size of approximately 12,500.

- ***Previous reception and administrative experience along with excellent communication and I.T. skills are essential. The main purpose of this role is to undertake a variety of reception duties in order to assist in the smooth running of the practice. This will involve welcoming and directing both patients and other visitors appropriately, making appointments, answering the telephone, computer/data entry, responding to patient and other agency requests and enquiries. You will also be required to provide clerical assistance to other members of the practice team as required.***
- ***GCSE or equivalent in English and Mathematics are desirable.***
- ***Applicants must be able to work in a busy environment organising their own workload to a high level of efficiency.***
- ***Applicants must be flexible and able to cover for annual leave and sickness cover.***

To apply for this position please forward a current C.V. with a written covering letter addressed to the *Practice Manager, Hessle Grange Medical Practice, 11 Hull Road, Hessle, HU13 9LZ* or alternatively email alison.sullivan2@nhs.net

Closing date: 21st January 2018