**Job vacancy – Receptionist Stanton Surgery**

Stanton Surgery is a small friendly rural GP training practice with a growing list size of 5300+ patients.

We are looking to recruit a friendly, reliable and enthusiastic receptionist to join our team. We are happy to consider either full or part time options. You must be able to demonstrate excellent communication and interpersonal skills and be able to work independently whilst integrating and communicating with the wider team.

You must be able to demonstrate a high level of customer service skills and patient centred care is essential. Applicants need to be highly organised, self-motivated and flexible in their approach to prioritising workload.

Experience working within a surgery or the NHS would be preferable but training will be given to the right candidate willing to learn.

**Main duties of the job**

A flexible, professional and enthusiastic approach is essential along with a desire to deliver an excellent service to our patients.

You will provide the first point of contact for all patients and will act as a focal point of communication between patients, doctors and other medical staff.

You must adhere to the strictest confidentiality when handling medical records and other information regarding patients.

At all times you must project a positive and friendly image to our patients and other visitors and deal with queries in a professional, courteous and efficient manner.

Stanton Surgery prides ourselves on offering a patient centred, efficient and friendly service to all our patients. The applicant should have good organisational skills, work well under pressure and be enthusiastic to help ensure all patients are given the best possible service and care.

To apply please send your CV with covering letter to [philip.nice@nhs.net](mailto:philip.nice@nhs.net) Informal visits are welcome so please do get in touch if you would like to visit the practice.

**Closing date 9th February 2023.**