



**COTTAGE LANE SURGERY,  
GAMESLEY, GLOSSOP**

**MEDICAL RECEPTIONIST REQUIRED  
to join our small friendly Doctors Surgery**

*20 hours a week*

*Monday 1.30pm to 6.30pm*

*Tuesday 1.30pm to 6.30pm*

*Thursday 1.30pm to 6.30pm*

*Friday 1.30pm to 6.30pm*

*Note: Candidates must be available to work between the hours of 8am  
and 6.30pm for covering any absences*

*No timewasters please  
Previous applicants need not apply*

This is a permanent position, subject to satisfactory references, DBS check and a probationary period. The applicant must have experience in working with the public. Good customer care, communication and computer skills. Hourly rate will depend on experience.

If you think you are a suitable candidate please e-mail to [kathryn.ley@nhs.net](mailto:kathryn.ley@nhs.net) for an application form, job description and personal specification or call into our reception

Closing date : 12 noon Friday 1<sup>st</sup> March 2024  
All successful candidates shortlisted and informed by Monday 4<sup>th</sup> March  
with interviews being held on Monday 11th March