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**LINTHORPE SURGERY**

**Administrator**

**Full Time or Part Time considered**

**Hourly Rate of Pay: £10.42 - £11.70 (depending on experience)**

Linthorpe Surgery is the largest practice in Middlesbrough with 9 GP partners, 3 salaried GPs, 4 Clinical Practitioners, an advanced physiotherapist, 3 Practice Nurses, 2 HCAs and a superb group of highly committed and enthusiastic administrative and reception staff. We're situated close to the town centre with a branch surgery in North Ormesby and a list size of over 20,000.

The practice is a member of Holgate Primary Care Network. Within our PCN team we have support from social prescribers, pharmacists, enhanced care home practitioners, mental health practitioners, safeguarding lead and care co-ordinators.

***As a forward thinking and innovative practice, we are looking to appoint a motivated and enthusiastic Administrator to join our team.***

Main duties of the job include:

* Processing incoming mail
* Clinical coding
* New patient registrations
* Managing patient call / recall systems
* Appointment Booking

Previous experience in primary care advantageous, though not essential as full training will be given.

**Please apply in writing with CV to** **tina.clark14@nhs.net**

**Closing date 24th March 2023**