**Receptionist and Admin Assistant** **

**The Family Practice, Cotham, Bristol**

**Hours per week: 20 with potential for overtime**

**Salary: DOE**

The Family Practice is a friendly, busy GP surgery (with on-site parking) in Cotham, Bristol providing quality care for approximately 16500 patients.

We are ideally looking for an experienced receptionist to join our close knit, friendly team. We have some excellent bakers in the team and there is usually something fabulous to try. We also have lovely gardens to sit out in on a sunny day and if you are interested in running, we have several keen runners in the practice.

The role will include patient facing services and support to the clinical team, and will require a flexible approach. You will need to be proficient in using Microsoft programmes and a working knowledge of EMIS Web would be an advantage.

We are looking for a colleague to work Monday to Friday on a flexible shift system between 8.00 and 18.30. The role will include the occasional Saturday and evening session until 20.00 (worked by a rota system).

Permanent contract: 20 hours per week (flexible), NHS pension, salary in the range of £9.23 - £9.50 per hour, depending on experience.

If you would like to know more about the role or arrange an informal visit please contact Kelly Williams on 0117 964 6455 or e-mail kelly.williams17@nhs.net . Please apply with a covering letter and CV.

Informal visits welcome.

**Closing date** 30.8.2021

**Interviews:** TBC

**Enquiries to:**

Kelly Williams

kelly.williams17@nhs.net