



Ivy Grove Surgery

Patient Care Advisor/Receptionist – Ivy Grove Surgery

Part time / 17 hours per week over 3 days – 2 posts available.

Post 1 – Monday – 13.00 pm – 19.00 pm

Thursday – 08.00 am – 13.30 am

Friday – 08.00 am – 13.30 pm

Post 2 – Monday – 08.00 am – 13.30 pm

Tuesday – 13.00 pm – 19.00 pm

Wednesday – 08.00 am – 13.30 pm

Ivy Grove Surgery is a friendly, established, respected and forward- thinking medical practice situated in the market town of Ripley.

We are a busy Doctors surgery, and we are looking for a hard-working, motivated person with excellent customer service and communication skills and good IT knowledge to join our friendly team.

This is an administrative post and applicants must have a minimum of 1 years' experience of working in a busy office environment and a minimum of 1 years' experience of dealing directly with the public in an administration role.

Applicants need to be able to cover for holidays/sickness. Where a flexible rota system is in place.

Previous experience in NHS/ General Practice is desirable but not essential as training will be given.

Job Types: Part-time, Permanent

Salary: From £9.73 per hour

COVID-19 considerations:

All staff are required to wear a mask.