**The Village Surgery Formby**

**Receptionists Posts**

* Part time / Full time hours per week (to be worked flexibly)
* Includes holiday/sickness cover
* NHS pension scheme available
* £10.90 per hour

We are looking to recruit a highly motivated, hardworking individuals with excellent communication skills who can work under pressure.

The successful candidate to work mainly undertaking reception duties but the successful applicant may also be utilised for note summarising, typing and general administrative tasks dependent upon the workload of the practice. Therefore skills in these areas would be an advantage.  
  
The reception hours would be worked on a rota basis and any administrative hours would be flexible. The successful candidate must be flexible to cover holidays and sickness by working overtime as and when required.

Previous experience in general practice is preferred but not essential.

Please send an up to date CV to Ms Lisa Roberts, Practice Manager, The Village Surgery, 12 Elbow Lane, Formby. L37 4AW.

Applicants can also send completed applications via e-mail to Ms Roberts at [lisa.roberts@southportandformbygp.nhs.uk](mailto:lisa.roberts@southportandformbygp.nhs.uk)

Closing date: 15th March 2024