

## **Job Opportunity: Healthcare Assistant/Phlebotomist**

Gold Street Surgery are seeking to recruit a dedicated and proactive healthcare assistant/phlebotomist to join our caring, supportive and professional team.

You will need to be IT proficient and have a friendly nature. The demands of this post require a person who works well under pressure and who is enthusiastic, self-motivated and can remain calm in sometimes stressful situations. Familiarity with our Clinical Computer System, EMIS Web, and Cambridge University Hospitals' T-Quest system would be an advantage but is not essential as training for this will be given.

This is a part time role working Monday to Friday. There is a requirement to work one Saturday a month, this will be as part of our Extended Access Clinics which are run jointly with one of our other four practices who make up North Uttlesford Primary Care Network (Crocus, Thaxted and Newport Surgeries).

### **Key responsibilities:**

- Perform phlebotomy and collect blood samples safely and efficiently
- Support clinicians with patient care, including observations (BP, pulse, temperature, weight, BMI)
- Carry out ECGs, urinalysis and other routine clinical tasks
- Assist with vaccinations and immunisations (training provided if required)
- Ensure accurate record keeping and data entry into clinical system
- Work collaboratively with GPs, nurses and administrative staff to deliver excellent patient care

### **Skills and qualities:**

Venepuncture qualification and healthcare assistant qualifications

Good time keeping

Confident, compassionate, and the ability to work independently as well as part of a team.

Good communication skills with patients of all ages and backgrounds

Organised, reliable, and committed to maintaining high standards of care

### **What we offer**

A supportive and friendly team environment

Training and development opportunities

NHS pension

### **How to apply:**

To ensure the process is fair and consistent, we require all applicants to complete the application form available from our website or by emailing [goldstsw.recruitment@nhs.net](mailto:goldstsw.recruitment@nhs.net). Please submit this along with a copy of your CV.

Closing date: Monday 22<sup>nd</sup> December 2025. Interviews are likely to be W/C 5<sup>th</sup> January 2026.