

VACANCY

Temporary Care Coordinator / Receptionist

We are currently looking to recruit a **temporary** Care Coordinator/ Receptionist to cover maternity leave, with an estimated start date of early July 2025.

We are a busy General Medical Services practice that provides healthcare services to patients living in Kippax and the surrounding area.

Duties include, taking telephone calls, booking appointments, signposting patients, preparing repeat prescriptions, dealing with patient queries, and administrative support. Previous experience is preferred but not essential as training will be provided. The successful applicant will be easy going, able to work under pressure and have a friendly but professional approach to dealing with the public.

- A standard DBS check will be required for the successful applicant.
- The position is for up to 37 hours per week between 08:00 and 18:00 Monday to Friday.

For full details and to apply please visit the NHS Jobs website:

<https://www.jobs.nhs.uk/candidate/jobadvert/A1072-25-0003>

If you wish to discuss the vacancy further, please ask to speak to Jade Rawlings, Assistant Practice Manager.

Closing Date for applications: 18 June 2025.