**GP RECEPTIONIST REQUIRED FOR MATERNITY LEAVE COVER**

Devaney Medical Centre is a friendly 5 partner practice, looking to recruit a receptionist/administrator for 28 hours per week (see hours below) to include alternate Saturday mornings, with the flexibility to cover holidays and sickness when required.

This is a busy and varied role which requires a flexible approach; you will need to be able to work using your own initiative and as part of a team. Experience of working in a GP Practice or NHS setting is preferable.

Interested applicants are requested to email their full contact details (including telephone numbers) including details of their relevant experience to request an application pack to catherineroberts2@nhs.net

This post is subject to the rehabilitation of offenders act (exceptions order) 1975 and as such it will be necessary for a submission for Disclosure to be made to the Disclosure and Barring Service (formerly CRB) to check for any previous criminal convictions

**HOURS OF WORK**

|  |  |  |
| --- | --- | --- |
| 8:00-1.30 | Monday |   |
| 1.30-6.30 | Tuesday |   |
| 8:00-1.30 | Wednesday |   |
| 1.30-6.30 | Thursday |   |
| 8:00-1 | Friday  |   |
| 8:00-12 | Saturday  | **Alternate weeks**  |

Closing date for applications – Friday 1st February 2019