



Monkfield Medical Practice

Position:	Patient Services – Receptionist/Administrator
Location:	Sackville House, Sackville Way, Cambourne, Cambridge
Posts:	1 part-time position
Days:	Tuesday, Wednesday, Thursday
Hours:	Various hours between 0745 – 1815 27.75 hours per week
Salary:	£8.74 per hour

Monkfield Medical Practice (MMP) is an expanding Practice, led by 2 GP Partners and their multidisciplinary team who work together within a close team, supporting each other to provide safe, high quality, sustainable healthcare to Cambourne.

We are seeking a part-time receptionist to join our friendly team, to greet and assist patients in accessing the appropriate service or relevant healthcare professional in a courteous, efficient and effective way.

You will provide general administrative assistance to the practice team and project a positive and friendly image to patients and other visitors, either in person or via the telephone.

You will play a key role in the continued development of MMP, working closely with the practice team in implementing systems aligned to the practice's values and purpose, especially during this exciting time of expansion due to the continued growth of Cambourne.

You will have proven customer service experience gained either working on reception or within a customer service based position, and have the ability to multi task within an environment that is unpredictable. You will have a passion for providing excellent customer service when expectations can vary, whilst remaining calm, polite and professional.

In return, you will receive continued support in the workplace, an excellent working environment, 27 days annual leave and 8 bank holidays on a pro rata basis and access to the NHS Pension scheme.

To apply for this position, please send you CV and covering letter to Hannah Crisford, Practice Manager at h.crisford@nhs.net

THE CLOSE DATE FOR THIS POSITION IS 25th SEPTEMBER