



VALLEY MEDICAL CENTRE

PART TIME MEDICAL RECEPTIONIST

Our friendly, busy practice has a vacancy for a part time medical receptionist to join our team.

Hours are 27.5 hours per week on a fixed rota covering both morning and evening surgeries over five days. The practice uses Systmone/TPP computerised clinical system. Primary Care experience is preferred although full training will be provided for the right candidate. The post holder will be subject to a DRB check

Further information about our practice can be found on our website www.valleymedicalcentre.org.uk

Please send a letter of application and full CV in writing to:

**Liz Sedgwick, Practice Manager
Valley Medical Centre
Johnson Street
Stocksbridge
Sheffield
S36 1BX**

Or by email sheccg.valleymc@nhs.net

Closing date for applications 15th July 2022