**Ealing Primary Care Job Vacancy**

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| Surgery Name & Address | Guru Nanank and Botwell Medical Centre |
| Brief Description of Surgery  | This is an excellent and exciting opportunity to join Guru Nanak and Botwell Medical Centre in Southall as a Receptionist. The role is a part-time Monday to Friday PM shift. You will be greeting patients when they arrive and providing efficient and professional receptionist services. This role will allow the successful applicant to develop and learn new skills in the changing world of General Practice.We have large enthusiastic motivated team who work across two practice sites our teams consist of Administrative and Healthcare Professionals. We also provide services to patients as part of a PCN.We are an equal opportunities employer and welcome applications from all suitably qualified persons regardless of their race, sex, disability, sexual orientation or age. |
| Role / Job Title | GP Receptionist/Administrator |
| Job Description |  Duties and responsibilities:* The duties and responsibilities to be undertaken by members of the reception team may include any or all of the items in the following list. Duties may be varied from time to time under the direction of the practice manager, dependent on current and evolving practice workload and staffing levels:
* an effective and efficient reception service is provided to patients and any other visitors to the practice
* Deal with all general enquiries, explain procedures and make new and follow-up appointments, either over the telephone or face to face.
* Add all visit requests onto the duty doctor’s telephone triage list with a contact number and brief reason for visit.
* Processing and distributing incoming mail
* Filing and retrieving paperwork
* Processing repeat prescriptions in accordance with practice guidelines
* Computer data entry/data allocation and collation; processing and recording information in accordance with practice procedures
* Initiating contact with and responding to requests from patients, other team member and associated healthcare agencies and providers
* Providing administration assistance as required from time to time, including filing, photocopying and scanning
* Using your own judgment and communication skills when dealing with patients
* Explain practice arrangements and formal requirements to new patients and those seeking temporary cover, and ensure procedures are completed.
* Ensure that all new patients are registered onto the computer system promptly and accurately
* Receive and make telephone calls as required. Divert calls and take messages, ensuring you remain professional at all times.
* Ensure the kitchen is kept clean and tidy in turn with other staff.
* Keeping the reception area and notice-boards tidy and free from obstructions and clutter
* Premises: o Open up premises at the start of the day when first to arrive, de-activate alarm and make all necessary preparations to receive patients. o When last to leave at the end of the day, ensure that the building is totally secured, internal lights are off and the alarm activated.
* Undertake any other additional duties appropriate to the post as requested by the partners or the practice manager.
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| Job Type | Permanent / Full Time / Part Time  |
| Days / Hours required | Working Pattern: Monday to Friday hours. 32.5 hours per week.8:00 to 15:00 /11.30am to 18:30pm (including 30minutes unpaid lunch) |
| Essential Qualifications | 1 year minimum work experience in a General Practice.Academic/ o Educated to GCSE level or Vocational equivalentWorking with the public |
| Skills Required | Experience with SystmOne.Experience of administrative duties a GP practice receptionistSkills both written and verbal o Experience using Microsoft Office software o Good Time management o Familiar with email and the internet |
| Expected Start Date | From 1st March 2024 |
| Salary | Please emails us for more information. |
| To apply for this position or request further information please email the Practice ManagerPlease include your CV  | Practice Manager Name: Carolina BillingsPractice Manager Email Address: carolina.billings@nhsPractice Manager contact Number: 07786735069 |

Thank you for your interest in joining our team, we look forward to hearing from you.