

WINDHILL GREEN MEDICAL PRACTICE

PRACTICE VACANCIES

**2 PART TIME RECEPTIONISTS REQUIRED
26 HOURS PER WEEK OVER 5 DAYS
PLUS ONE SATURDAY IN EIGHT
COMPUTER SKILLS ESSENTIAL
EXCELLENT TELEPHONE MANNER
TEAM PLAYER
FLEXIBLE APPROACH TO WORKING HOURS**

**MUST BE ABLE TO WORK AT BOTH LOCATIONS:
CLIFFE AVENUE SURGERY & WINDHILL GREEN MEDICAL
CENTRE**

**FOR DETAILS OF VACANCY, AND FURTHER INFORMATION
ABOUT THE PRACTICE, PLEASE REFER TO THE PRACTICE
WEBSITE ON www.windhillgreen.co.uk OR ASK AT RECEPTION
FOR AN INFORMATION PACK**

**PLEASE READ THE JOB DESCRIPTION AND PERSON SPEC
FOR THE NECESSARY ATTRIBUTES BEFORE APPLYING**

**TO APPLY PLEASE SEND C.V. TOGETHER WITH COVERING
LETTER TO THE OPERATIONS MANAGER
Windhill Green Medical Centre, 2 Thackley Old Road, Shipley,
BD18 1QB
NOT OPEN TO PREVIOUS APPLICANTS**

CLOSING DATE FOR APPLICATIONS: 26/10/2018

**PLEASE NOTE THAT IT IS THE POLICY OF THE PRACTICE
(FROM 2009) THAT EMPLOYED STAFF CANNOT ALSO BE
REGISTERED AT THE PRACTICE – IF SUCCESSFUL IN YOUR
APPLICATION, YOU WOULD BE ASKED TO REGISTER
ELSEWHERE.**

19/10/2018