**Job Title:** GP Receptionist
**Location:** Tadley Medical Partnership
**Contract Type:** Full-Time / Part-Time / Relief

**About Us:**
Tadley Medical Partnership is a busy, friendly, and well-established medical practice providing high-quality care to our patients. We are currently looking for dedicated and professional GP Receptionists to join our team, this maybe on a Full Time, Part Time or Relief basis. If you have excellent communication skills and enjoy working in a fast-paced environment, we would love to hear from you.

**Role Overview:**
As a GP Receptionist, you will be the first point of contact for patients, handling appointments, queries, and providing a range of administrative support to our clinical team. You will be responsible for managing phone calls, greeting patients, processing patient information, and assisting with the smooth running of the practice.

**Key Responsibilities:**

* Answering phone calls and booking appointments for patients.
* Greeting and checking-in patients as they arrive at the practice.
* Handling patient queries and ensuring a positive experience.
* Updating and maintaining patient records accurately.
* Managing patient flow and ensuring appointments run on time.
* Assisting with the preparation of medical records and documents.
* Handling sensitive information confidentially in line with GDPR regulations.
* Supporting the clinical team with general administrative tasks as needed.

**Key Skills & Qualifications:**

* Experience in a customer service or administrative role, preferably in a healthcare setting.
* Excellent communication and interpersonal skills.
* Ability to work well under pressure and manage multiple tasks.
* Strong organisational skills and attention to detail.
* A caring, professional attitude with the ability to empathise with patients.
* Competency in using computer systems and medical software (training provided).
* Knowledge of medical terminology is an advantage but not essential.

**Benefits:**

* Ongoing training and development opportunities.
* Supportive and friendly work environment.
* Access to NHS Pension

**How to Apply:**
If you are passionate about providing excellent patient care and want to make a difference, please hand your CV and a cover letter outlining your suitability for the role into Holmwood Reception or email holmwoodhealthcentre@nhs.net and place in the subject line Receptionist Vacancy.
Tadley Medical Partnership is an equal opportunities employer.