



## **Work, Learn and Grow with us**

Alexandra Surgery has an exciting opportunity for you to join our team as Medical Receptionist. We are a medium size NHS General Practice in a leafy corner of north London close to Alexandra Palace.

You will be first point of contact for our patients, external health and social care colleagues, as well as government agencies. Your foremost concern is to help patients to access health care, and support clinicians who deliver that service. You need to play a part in smooth running of the office, the phones and records system, and maintaining a safe and tidy environment. Away from the front line, you will also have administrative tasks such as registration, correspondence, scanning and processing prescription requests.

We are looking for an enthusiastic and motivated person. Good communication skills, ability to use computers, and attention to detail are essential. We look after vulnerable people and expect you to be always positive, compassionate, and professional. Our team is a friendly and expanding crew of multi-professionals, so willingness to cooperate with different people is key to success!

The surgery is open from Monday to Friday, 8 am to 6:30pm. Your working hours will be by mutual agreement. Salary will depend on experience.

No experience is required. We will provide training on the job, including medical terminology and how the health system works, and you may have opportunity to take part in health checks for patients. You may also gain skills such as resuscitation.

To find out more about us, check out our website [www.alexandrasurgery.com](http://www.alexandrasurgery.com).

To apply for this job please send your CV and application letter (with contact details of two referees) to Ms Abhirami Sivananthan, Practice manager. We will need to see copies of your photo identity document and proof of address (utility bill), as well as conduct a Disclosure and Barring Service (DBS) check.