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The Bell Surgery, Henley, is recruiting now for

Two Receptionist

to join our friendly Surgery team.

Must be professional, friendly, caring, confident and a team player.

Experience would be an advantage.  Training provided.  Start date in June 2025

We are looking for receptionists to work morning and afternoon shifts over the week on main reception. Each shift is 5 or 6 hours (rotates by agreement).

Morning shift starts at 7.45am, afternoon shift ends at 6.45pm.

Vacant shifts are across the week, will include a Friday shift.

Email us at  bobicb-ox.adminbellsurgery@nhs.net or phone us on 01491 843250

 for an application form.

Deadline to apply is Friday 30 May

Interviews w/c 2 June 2025