Due to retirement, we are recruiting for a part time Medical Receptionists to join our Sonning Common Health Centre team.

The vacancy is for 20-25 hours per week. The role requires you to work a combination of morning and afternoon shifts along with working a Friday afternoon shift. You will also be required to work ad hoc cover shifts to cover sickness within the reception team.

We seek an individual who enjoys working in a busy environment, who can multitask and remain calm under pressure. Flexibility is essential due to you being required to provide cover for other staff within the team. Previous receptionist experience is desirable and experience of working for the NHS or working in a GP practice is also desirable. Thorough on the job training is provided.

Please email [schc.vacancies@nhs.net](mailto:schc.vacancies@nhs.net) for an application pack. CVs are not accepted. An application form must be completed to apply for the vacancy.

Please email [schc.vacancies@nhs.net](mailto:schc.vacancies@nhs.net) with enquiries about the vacancy.

The closing date for applications is 9am Friday 30th May 2025. The application opportunity may close early if a suitable applicant applies.