



**Dipton Surgery, Front Street, Dipton DH9 9DA
Oakfields Health Centre, Hamsterley Colliery, NE17 7SB**

Administrator / Medical Secretary

Hours per week: 25 hours (Monday to Friday)

Job Type: Permanent

Salary: Dependent on experience

Base: The practices are based in Derwentside, County Durham

We are looking for an enthusiastic person to work as an Administrator / Medical Secretary within 2 busy, modern GP practices. There is easy access to both practices from Newcastle and Durham.

The post will involve working as part of 2 small admin teams to provide a combination of medical secretarial support, front of house reception work and general practice administration. Excellent customer service skills, good telephone manner and strict confidentiality are essential.

Experience of working as a Medical Secretary in a primary care setting, use of Microsoft Office software packages and digital audio systems required. Knowledge of SystmOne clinical system preferred but not essential.

Disclosure and Barring Service Check

This post is subject to the Rehabilitation of Offenders Act (Exceptions Order) 1975 and as such it will be necessary for a submission for Disclosure to be made to the Disclosure and Barring Service to check for any previous criminal convictions.

Closing Date: Friday 13th January 2016

Interviews: date to be arranged

For further information, please contact:
Catherine McBride, Business Manager
Tel: 01207 560206

Application with CV via NHS Jobs website, reference A-16-118896