

Dr Brian G Green  
Dr Sandra Hallett  
Dr Amisha Patel

Cogges Surgery  
12 Cogges Hill Road  
Witney  
OX28 3FS

Telephone: Witney (01993) 700505  
Fax: Witney (01993) 706610  
[www.coggesgpsurgery.org.uk](http://www.coggesgpsurgery.org.uk)

Email: [c.wilkinson@nhs.net](mailto:c.wilkinson@nhs.net)

8<sup>th</sup> September 2017

## Recruitment of Medical Receptionist

Thank you for your interest in the above position.

We are currently recruiting a Medical Receptionist to work 10 hours per week, with an opportunity to do more hours as overtime to cover team absences.

The regular hours required are Tuesday and Thursday afternoons with option for another half day during the working week. Whilst there may be some flexibility on start times and length of any breaks taken, the afternoon finish time for this role will be our current closing time of 6:30pm, however the successful candidate may be required to work any weekday between 8am and 8pm in future to support the needs of the practice in a changing NHS environment.

Please note that flexibility of working hours and ability to work additional hours to cover other team members absences is very desirable for the practice, so please indicate on the application form if there are any times during weekdays that you would be unable to work at the practice.

The current payscale is **£8.00 to £8.60 per hour** –although if the successful candidate takes on additional roles, the payrate will be increased to reflect additional responsibilities and skills. The NHS Pension Scheme is offered to all employees at the practice, as well as a childcare voucher scheme.

Please find attached more details about the role. If you are interested in this position, please handwrite the Application Form. Please do not enclose any other information e.g. Curriculum Vitae as only the information written on the application form will be considered for shortlisting purposes. The completed form should be sent to the above address for my attention by **10am on Tuesday 3<sup>rd</sup> October 2017**. Please note that there is a secure letterbox by the front entrance for use when the practice is closed.

We plan to interview shortlisted candidates in early-mid October and will contact you if you are invited to attend for interview, so please tell us if you are unavailable to attend on any dates. Please note that if you are registered as a patient at our practice and you are offered the job, we will ask you to register with another GP practice.

I look forward to receiving your completed application.

Yours faithfully  
*Chris Wilkinson*  
Practice Manager

Enclosed: Job description, Person Specification, Application form