

# **FOSSE MEDICAL CENTRE**

## **Requires 1 Part-time experienced Medical Receptionist/Administrator 24 hours per week.**

We are looking for a motivated, highly driven, computer literate, well organised person who can work in a very fast paced environment, to come and join our friendly supportive team.

The position will be in the form of a fixed shift pattern, working 4 x 6 hour shifts per week, the shifts will cover 1 morning , 1 afternoon and 1 Evening with a further shift to be negotiated. The candidate MUST be flexible to cover holidays and other absences at short notice.

Previous experience of working within General Practice is preferred and knowledge of Systm1 clinical system would be an advantage.

Please apply by sending your CV and a covering letter to;

Ms. V Hill.  
Practice Manager.  
Fosse Medical Centre  
344 Fosse Road North  
LEICESTER  
LE3 5RR  
TEL: 0116 2957100  
**Vicky.hill11@nhs.net**

Closing date for applications is: 16<sup>th</sup> May 5pm  
Interviews: MAY 2025. This post is subject to early closure if a suitable candidate is identified

IF YOU HAVE ANY FURTHER QUESTIONS PLEASE EMAIL  
OR CALL.