

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 team.

This position will be in the form of a fixed shift pattern, working 4 x 6 hour shifts per week, the shift will cover 1 AM, 1 PM 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: Wednesday 29th Oct 2025
If a suitable candidate is found prior this post will close.