

We are a growing GP Practice with surgeries at Beckington and Frome and are strengthening our support team, recruiting for the following part time role:

Part-Time Medical Secretary

We have a vacancy within our existing team of Medical Secretaries who provide support to 12 GPs and to other clinicians & colleagues as necessary. The secretarial office is staffed from 8:00 to 16:30 Monday to Friday.

We are looking for an experienced, highly motivated Medical Secretary with excellent communication skills, liaising with patients and clinicians. Absolute discretion handling confidential information and being able to prioritise is vital. Accurate computer keyboard skills and knowledge of MS Word, Excel and general IT competency is essential as we use a variety of specialist software. An important requirement is the willingness and flexibility to cover sickness absence and annual leave to provide continual cover for the Doctors. This is an interesting but demanding role that requires good organisational skills and meticulous attention to detail, working as part of a friendly and supportive practice team.

Closing date: Thursday 3rd December 2020
Interview date: Tuesday 15th December 2020
Start date: From January 2021

Please apply for either role in writing or by email (do not telephone), giving full details of yourself and your work experience to:

**Tracey Gale – Practice Secretary/HR Administrator,
The Beckington Family Practice
St Luke's Surgery, St Luke's Road,
Beckington, Frome BA11 6SE
tracey.gale@nhs.net**

An application form can also be downloaded from our website:
www.beckingtonfamilypractice.co.uk