

## **RECEPTION MANAGER**

At Glebe Road Surgery, we aim to always provide a high level of service to our patients. We are recruiting to this key management post and the successful candidate will be a person who is able to demonstrate they have a proven track record in managing people in a service industry.

As first point of contact for our patients, our reception team are responsible for responding to patient enquiries, signposting them to appropriate services and scheduling appointments. The successful applicant must be able to lead and develop the team in order to deliver the best possible experience to our patients and colleagues.

Experience of working in a primary or other health care environment will be an advantage but is not essential.

This post is full-time and salary will be available upon application.