



## **HANSLOPE SURGERY STAFF VACANCY**

I am currently looking to recruit a part time Dispenser/Receptionist to work at our Hanslope Surgery.

The successful candidate will be contracted to 25.5 hours per week, covering Monday, Tuesday and Friday but there is also a requirement to cover for colleagues.

This is a busy role requiring the applicant to be able to multi-task effectively as well as deal with telephone calls, walk in patients and other duties associated with a Dispensing and Reception environment.

As well as being a fully trained Dispenser, I am looking for someone with good communication, IT skills and the ability to work as part of an established, hardworking team.

You must be professional, work well under pressure and maintain confidentiality of patient details.

Rates of pay are negotiable depending on experience.

To apply for this position please send your CV with covering letter of application to:

Samantha Hillier  
Surgery Manager  
Hanslope Surgery  
1 Western Drive  
Hanslope  
Milton Keynes  
MK19 7LA

Email: [Samantha.hillier@nhs.net](mailto:Samantha.hillier@nhs.net)

The closing date for this vacancy is Monday 31<sup>st</sup> January 2022