

## **Mannamead surgery – Reception Manager** **F/T 37 hours pw. Salary tbc**

Mannamead Surgery is a busy urban/suburban city general practice, covering a list size of 9150. The practice has an area of 1.5 mile radius which includes the districts of Mannamead, Hartley, Mutley, Peverell, Efford & Eggbuckland.

An exciting new opportunity has arisen for an experienced, enthusiastic and service orientated professional, with previous GP workplace setting experience, to lead a busy reception team in a large, friendly GP Practice.

The successful candidate will be responsible for the day to day management of all reception staff and relevant tasks in accordance with the Practice agreed protocols, procedures and time scales.

We are looking for an enthusiastic, motivated and proactive candidate to further enhance the high quality care we provide our patients. The team is well established and the successful candidate must have sound knowledge of general practice procedures or previous supervisory experience in a similar environment. In addition a good understanding of patient confidentiality, data protection, excellent communication and IT skills and the ability to work flexible hours (ranging from 7.45am starts to occasional 8:30pm finishes).

For further details regarding this post and to obtain an application form please email [lorna.taylor11@nhs.net](mailto:lorna.taylor11@nhs.net) stating Reception Manager Post in the subject box.