



Receptionist / Administrator

19 hours per week, Wednesday and Thursday plus 1 in 4 Saturday mornings

Chew Medical Practice is looking for an enthusiastic and customer-focused person to join our friendly and supportive administration team. You will be responsible for maintaining the highest standards of customer service whilst undertaking both reception and administration work.

You will need a good level of general IT skills, an organised approach and good attention to detail. Previous experience is not essential, but you must be flexible in your approach with the ability to cover some extra hours during busy periods.

We offer competitive employment terms, including auto enrolment into the NHS Pension Scheme.

For more information including an application form and job description please email BSWICB.receptionchew@nhs.net or telephone 01275 332420

Completed application forms together with your CV should be returned to Clare Watkins, HR Officer clare.watkins2@nhs.net

Closing date: 14th August 2026

We encourage early applications, as this advertisement may be withdrawn before the closing date if we receive a high volume of applications