

**JOB TITLE: Patient Services Team Member**

**REPORTS TO: Patient Services Manager**

**LOCATION: Bowling Highfield Medical Practice**

**HOURS: 25 Hours Per Week**

We are looking for a well organised, motivated and pleasant Patient Services Team Member to be part of our Patient Services Team.

The role supports the Doctors, Nurses and Practice Manager to provide an effective and efficient administration service. This includes reception duties, data input and record management. Liaison with medical professionals to support our patients and assist in meeting their needs.

It is essential that you have an excellent telephone manner and should display good interpersonal skills, be computer literate and be able to prioritise effectively. You should also be dedicated to getting everything right first time for our patients and be able to ensure us of your confidentiality. Experience in a GP Practice or with SystmOne would be beneficial.

The ideal candidates would possess the ability to work as part of a team, good I.T and customer service skills, the ability to work on their own initiative with a flexible approach to work. You will need to be able to handle the pressure which can be experienced with high work volumes at certain times of the day and be proactive with your workload.

The successful candidate will need to be flexible as we operate a shift system and work is based across 2 sites approximately 1 mile apart on main bus routes.

**Closing date: Wednesday 30 July 2025**

If you are interested in applying for the role, please send your CV along with a covering letter to:

**Gemma White, HR Manager**

**Telephone: 07974 453351**

 **Email: gemma.white@bradford.nhs.uk**