



Care Co-ordinator / Receptionist Vacancy

Come and join our team.

Baildon Medical Practice is a friendly, high performing Practice with over 9300 patients.

We are recruiting for a Care Co-ordinator / Receptionist to join our busy team working 25 hours per week. Working hours are 5 days a week, Monday to Friday, between 8:00am and 6:00pm and will be based on a rota of covering morning and afternoon shifts.

Duties will include reception and administration.

Salary and benefits to be discussed at interview.

If you think you have the skills for this role, please send your CV and a covering letter outlining what you think you could bring to the role to

lizzie.lister@bradford.nhs.uk

Closing date is Monday, 26th February, 2024 at 9:00am

Interviews week commencing 4th March, 2024