

**Moss Valley Medical Practice**

Gosber Road, Eckington, Sheffield, S21 4BZ  
01246 439101

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[www.thevalleysmedicalpartnership.nhs.uk](http://www.thevalleysmedicalpartnership.nhs.uk)

**Gosforth Valley Medical Practice**

Gorsey Brigg, Dronfield, Derbyshire, S18 8UE  
01246 419040

[admin.gosforthvalley@nhs.net](mailto:admin.gosforthvalley@nhs.net)

**VACANCY**

**Job Title:** Practice Administration Assistant/Receptionist – Maternity Cover  
**Hours:** 26 hours per week  
**Contract type:** Temporary (Maternity Cover)  
**Closing date:** Monday 13 November 2023

<p><b>Job Summary</b></p>	<p><b>This is an exciting opportunity for a part-time Practice Administration Assistant to join our team at The Valleys on a temporary contract to cover maternity leave.</b></p> <p>Based at Moss Valley Medical Practice, the Partnership is looking for a motivated, enthusiastic, reliable administrator with excellent customer service skills, to join our friendly, focused and professional patient-facing administration team.</p>
<p><b>Main duties of the post</b></p>	<p>Practice Administration Assistants form part of our Primary Health Care Team. They work under the direction of the Patient Administration Team Leader and Assistant Practice Manager, providing administrative support services to our patients and staff including:</p> <ul style="list-style-type: none"> <li>• Ensuring the surgery premises are appropriately stewarded and kept tidy.</li> <li>• Administering of the appointments system.</li> <li>• Ensuring enquiries from patients are efficiently and courteously handled.</li> <li>• Completing administrative duties for the Practice (primarily computer-based) and ensuring these are undertaken accurately, efficiently, and promptly.</li> <li>• Effective communication with all Primary Healthcare Team members.</li> <li>• Completing holiday and sickness cover for absent colleagues.</li> </ul>
<p><b>About us</b></p>	<p>We are a successful Partnership with 6 GP Partners and one Pharmacist Partner. We have a practice population of approximately 12,400 and are based across two sites: Moss Valley Medical Practice in Eckington, and Gosforth Valley Medical Practice at Dronfield.</p> <p>We are a 'Good' practice, patient-focused and consistently securing high achievement in terms of QOF. We are proud of our training practice status and welcome new and innovative approaches to patient care.</p> <p>We are welcoming, supportive and strive to put our team's wellbeing at the heart of all we do. We are committed to providing an open, friendly and supportive environment where all staff feel comfortable to share ideas and can expect to be provided with all the tools and support they need to enjoy success in their working life.</p>