



Linden Medical Group

Linden Medical Centre
Linden Avenue, Kettering, Northants, NN15 7NX
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October 2018

Thank you for requesting an application pack for the position of Bank Administrator and Receptionist with the Linden Medical Group.

This is a great opportunity to join our friendly team and work the hours that fit around your lifestyle and to gain valuable work experience. There may also be a possibility of more regular work in the future. This will be an interesting and varied role which will require a confident and polite person that will be comfortable working to multiple demands and priorities in a busy GP Practice.

The Practice serves a population of approximately 14,600 patients, we are a successful forward thinking Practice with a track record of achievement.

We always strive to recruit quality, highly motivated staff to help us to meet our goal of providing high quality healthcare to our patients.

Enclosed is a job description for the above role and an application form. If after taking the time to read the information enclosed you wish to apply please return the completed application form with your full CV, including your current salary or salary expectation, with a covering letter marked for my attention. Either via post to the above address; or via email: linden.staff@nhs.net.

You will only be contacted if you are successful in being shortlisted for the position.

The Linden Medical Group is an equal opportunities employer.

For an informal discussion prior to application please contact me on 01536 481734 or via email linden.staff@nhs.net.

Jo Hall
Assistant Practice Manager

Enclosures:
Job Description
Application Form

Partners: Dr. P Barclay, Dr. S Spooner, Dr Mayur Shah, Dr G Bennett, Dr N Waters

Practice Manager: Mr. P. Billingham MBA

Branch Surgery: Ise Medical Centre, French Drive, Kettering, Northants, NN15 5FB

