

Administration / Reception Apprenticeship

Are you enthusiastic and motivated, with a keen desire to start an exciting new career in Reception/Administration in the NHS, learning new skills, gaining experience and achieving a level 2 in Business and Administration in the workplace?

We are a team of health care professionals who are committed to providing a high quality of care which is sensitive to the needs of our patients.

You would be working in a GP surgery in S7 and S17.

The hours will be 30-36 hours over 5 days.

This post would be suited to a school leaver.

If you would like any more information please contact Angela, Sarah or Emma on one of the following numbers:

Mobile: 07951250132

Landline: 0114 2505466 / 0114 2505467