Sonning Common Health Centre is seeking a Reception Manager to join its friendly team in its CQC Outstanding rated practice. The practice is in South Oxfordshire and is a few miles from Reading and Henley on Thames. We are a well-established training practice with a team of GPs, nurses, HCAs, dispensers, support staff and clinical pharmacists, working to serve a population of almost 10,000 patients. Our practice ethos is that of a strong close-knit practice team, maintaining high standards of patient care in an efficient, safe and caring environment.

We are recruiting for a well organised individual with excellent communication and team management skills who enjoys working in a busy environment.

Please email schc.vacancies@nhs.net for an application pack. The closing date for applications is Friday 25th June, end of day. Interviews will be held in early July.