We are looking to recruit a Practice Administrator to work alongside our Practice Manager across all areas of our busy GP practice with an inclusive and supportive ethos.

We provide services to over 16,000 patients in Bicester and the surrounding areas and are growing fast, our Practice Management team is key to the smooth running of the practice.  This is a varied role and every day will be different but key responsibilities include:

* Updating and maintaining our website and social media
* Managing the telephone system
* Patient campaigns and messaging
* Management of facilities maintenance
* Some HR administration and assisting with recruitment and induction of new staff

Attitude is more important than experience in this diverse role but we are looking for someone with these skills:

* Strong communication skills and clear written work
* Unflappable and confident
* A natural problem solver able to work under pressure
* Organised and able to prioritise a busy workload
* Excellent attention to detail

Please send your CV together with a covering letter explaining what interests you about the position to [montgomery.house@nhs.net](mailto:montgomery.house@nhs.net). Please use the subject line: Practice Administrator