



**KILLYNETHER**  
MEDICAL PRACTICE

**Address:**

Regency Medical Centre  
2a Frederick Street  
Newtownards  
BT23 4LR

Tel: 02891 823121

**WE ARE HIRING**

**Title of Post 1:** GP Administrator  
(Permanent position subject to 6 month probationary period)

**Title of Post 2:** GP Administrator  
(Temporary position for 6 months with potential to become permanent)

**Grade:** £12.71 - £13.00 per hour (depending on experience)

**Reports to:** Practice Manager

**Working Hours:** Part-time, minimum 21 hrs per week. Working pattern Monday to Friday 8.30am to 6pm as per set rota.

**Applicants must be available to work on Mondays and Fridays.**

**Location:** Killynether Practice, Regency Medical Centre, Newtownards, BT23 4LR

**Benefits:**

- HSC Pension
- Sick pay
- 22 days Annual Leave (pro rata) and 11 Statutory Public Holidays (pro rata)

**JOB SUMMARY**

The main duties of the GP Receptionist will be to assist the GPs, Nurses, Pharmacists and Administrative staff to provide a seamless, quality service to our patients. The Medical Receptionist is often the first point of contact for service users and must therefore demonstrate excellent communication skills, be a team player with strong interpersonal skills and be confident working in a busy office environment. The post holder must also have the ability to use their initiative and respond appropriately to an emergency situation.

**TO APPLY**

Application Forms can be requested from Killynether Practice Reception or by emailing [Recruitment.Z00261@gp.hscni.net](mailto:Recruitment.Z00261@gp.hscni.net)

Completed application forms must be received before the closing date, **by 12.00pm on Friday 10 April 2026.**

A six month waiting list will be compiled for any similar posts that become available.





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### PERSONNEL SPECIFICATION

The successful applicant must *evidence* their qualifications, including subject and grade attained and all relevant administrative work experience, including dates on their application form.

### ESSENTIAL CRITERIA

- A minimum of 4 GCSEs Grades A – C or equivalent, including English Language
- OR
- NVQ/GNVQ Level II in Business Administration
- AND
- 1 years' experience of working with the public, gained within the past 5 years.

### DESIRABLE CRITERIA

- Experience working with IT systems currently used in General Practice e.g. EMIS LV, EMIS PCS, EMIS Web, VISION.
- 6 months administrative experience within a General Practice or similar clinical setting
- Phlebotomy Qualification Level 3 or above

### INTERVIEW

We intend to shortlist and hold interviews week commencing **20<sup>th</sup> April 2026**.

**It is a condition for all positions within Killynether Practice, that employees may not be registered with any of our Doctors. If the successful applicant is registered with our Practice, the employee will be required to transfer to an alternative GP practice.**