



St Melor House Surgery

We are looking for an organised, friendly and reliable Medical Secretary to join our busy, patient focused GP surgery for 22.5 hours per week.

The successful candidate will provide efficient administrative and secretarial support to our doctors and clinical team, while ensuring patients receive a professional and caring service.

Key Responsibilities

- Managing telephone calls, enquiries and correspondence in a professional manner
- Typing medical letters, referrals, reports and other clinical documentation
- Booking and coordinating patient appointments
- Liaising with hospitals, consultants and other healthcare professionals
- Processing referrals and maintaining accurate patient records
- Managing incoming and outgoing correspondence
- Supporting the clinical team with day-to-day administrative tasks
- Maintaining patient confidentiality and adhering to data protection requirements
- Attend relevant meetings and updating minutes accordingly

About You

We are looking for someone who:

- Has previous medical secretarial or healthcare administration experience
- Is highly organised with excellent attention to detail
- Has excellent written and verbal communication skills
- Is confident using IT and electronic medical record systems
- Can work calmly and efficiently in a busy environment
- Has a friendly, professional and compassionate approach to patients
- Understands the importance of confidentiality

In return, we offer a supportive working environment, friendly colleagues and the opportunity to become an important part of our dedicated healthcare team.

Please send in your CV and supporting letter.

Closing date 12th October 2026.

Start date January 2027