

Vacancy

Part Time/Full Time Receptionist

Suttons Medical Group in Long Sutton and Sutton Bridge are looking for an organised, hardworking, flexible, and enthusiastic Receptionist to join our team!

We are a dispensing practice with a patient list size of over 16,000 across our two sites in Long Sutton and Sutton Bridge. Our clinical team consists of 10 GPs, 7 nurses, 5 HCAs, and administrative, reception and dispensing team.

Due to retirement, we are looking to appoint a part-time/full time receptionist with excellent communication and organisational skills, preferably with experience of working in a GP/medical environment to work at our Long Sutton Surgery and Sutton Bridge Surgery. Experience of EMIS preferred but not essential as training will be provided.

Please forward a covering letter and CV to:-

Mrs Carol Pentland
Practice Business Manager
Suttons Medical Group,
Trafalgar Square, Long Sutton,
Spalding, Lincs, PE12 9HB

[Email:- Carol.Pentland@nhs.net](mailto:Carol.Pentland@nhs.net)

Closing date 25.02.2026 please note we reserve the right to remove at any time.