

Summer Job Opportunity – Data Scanning Assistant

Location: The Elms Medical Practice

Hours: Full-time or Part-time (flexible)

Pay: National Minimum Wage

Duration: Summer 2025

The Elms Medical Practice is looking for a reliable and enthusiastic individual to join our team this summer to support with **scanning medical records onto the clinical system**. This is a great opportunity to gain experience in a busy but welcoming GP practice environment.

Key Responsibilities:

- Scanning and filing patient medical records into our clinical system
- Ensuring records are accurate and well-organised
- Supporting the admin team with general tasks as required

What We Offer:

- Flexible working hours (both part-time and full-time roles available)
- A friendly and supportive team environment
- Valuable experience in a professional healthcare setting and learning new skills

Requirements:

- Good attention to detail
- Good computer skills
- A positive attitude and willingness to learn

No prior experience is necessary — full training will be provided. Ideal for students or anyone looking to gain workplace experience over the summer.

How to Apply:

Please send your CV and an expression of interest to elms.medicalcentre@nhs.net or drop it off at reception by **13th June 2025 with a potential start date of the 1st July 2025**.