



WESTBURY GROUP PRACTICE

www.westburygp.co.uk

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Business & Administration Apprenticeship – 12 Months

We are looking for an apprentice to join our busy team at Westbury Group Practice.

The apprentice will provide the highest standards of clerical support to the General Practitioner Partners and Practice Management of the Westbury Group Practice. Applicants should be able to maintain high standards of high confidentiality and be IT literate with knowledge of use of web-based systems, windows based systems and email.

The successful candidate will be completing a qualification at the same time as working with us. This will be a NVQ Level 2 in Business Administration.

Applicants must have a courteous manner and be willing to contribute and maintain the quality of service offered by Westbury Group Practice.

To apply and find out more about the opportunity, please visit the Bath College link below.

<http://www.bathcollege.ac.uk/study-with-us/apprenticeships/apprenticeship-vacancies>

Closing Date - Open

White Horse Health Centre
Mane Way
Westbury
Wiltshire
BA13 3FQ

Tel - 01373 828330
Fax - 01373 864724

Bratton Surgery
5 Tynings Lane
Bratton
Wiltshire
BA13 4RR

Tel - 01380 831911
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