

Trowbridge Health Centre

Patient Services Team Administrator

Job summary

15 hours per week – Thursday and Friday (9am – 5pm)

£13.01 per hour

We currently have an exciting opportunity within our Patient Services Team for a Patient Services Team Administrator.

Are you a team player? Do you want to make a positive difference to the patient journey? If you have experience in working within administration, enjoy every day bringing new challenges and are able to accurately process confidential information this could be the job for you.

We are pleased to announce that we have a part time vacancy (Thurs & Fri 09:00-17:00) for a Patient Services Administrator within a happy, friendly and productive team within Trowbridge Health Centre.

Trowbridge Health Centre is a progressive practice with a large, friendly group of staff.

To apply please forward a CV and covering letter to c.lappin1@nhs.net

Please note that we reserve the right to close this advert early if we receive sufficient applications for the role.

Closing Date: Monday 18th May 2026.

Interviews: Will take place on Thursday 28th May 2026.

We expect any successfully short-listed applicants to be available to attend on this date as other dates are not available.