



Much Wenlock & Cressage Medical Practice

Job Vacancy: Trainee Dispensary Assistant/Receptionist

Hours: 31.5 hours per week (Mon – Fri)

Salary: Band 2 Agenda for Change - £12.51 p/h

We are looking for a motivated and enthusiastic individual to join our friendly Practice team.

This is an excellent opportunity for someone who is keen to develop a career in primary care, working and training within both our dispensary and reception teams. The dual role will include assisting with the preparation and dispensing of prescriptions, provide a high standard of customer service to our patients carrying out a range of administrative duties including appointment booking, handling queries and maintaining accurate records.

What we are looking for; someone with good communication and organisational skills, the ability to work confidentially and accurately with attention to detail, has a positive, caring and professional attitude and the willingness to learn and develop new skills.

In return we are committed to supporting you in your professional development in a supportive and caring working environment. The successful candidate will receive full training and will work towards a recognised dispensing qualification funded by the Practice.

How to apply: Visit NHS jobs – Jobs reference: A1236-25-0003

Closing date: 30.12.2025

Interviews: 19.01.2026

If you would like to find out more or would like to request an application pack, please contact the Practice via email; muchwenlockmp@nhs.net or call 01952 726011 or speak to a member of the team.