

MEDICAL RECEPTIONIST/ADMINISTRATOR

Monday	8.30am – 1.00pm & 2.00 – 5.30pm	8 hours
Tuesday	8.30am – 1.30pm	5 hours
Wednesday	8.30am – 1.00pm & 2.00 – 6.00pm	8.5 hours
Thursday	1.00 – 6.00pm	5 hours
Friday	8.30am – 1.00pm & 2.00 – 6.00pm	8.5 hours

Total 35 hours

+ Willingness to work Extended Hours on an Monday/Wednesday evening on a rota basis paid at an enhanced rate of pay.

- NHS Pension scheme
- Uniform
- Five weeks annual leave
- Salary from £16326 wte depending on experience.