

## EMPLOYMENT & DEVELOPMENT OPPORTUNITIES



# Gloucestershire

## VACANCY BULLETIN

11<sup>th</sup> February 2010

Full information, including job descriptions, for most of our vacancies are now included on the NHS jobs website [www.jobs.nhs.uk](http://www.jobs.nhs.uk) Applications should, if possible, be made through this site.

### APPLICANTS should note that:

Applicants are invited from all interested parties. However to maximise internal recruitment preference will be given to current employees of NHS Gloucestershire who are formally at risk and who meet the minimum requirements of the post.

To apply –

**Internal applicants at risk** should submit an Organisational Change Form (with additional information sheet specific to the post) to the Recruitment Team at Edward Jenner Court quoting the relevant vacancy reference.

**All other internal and external applicants** should complete the standard NHS application form on line via [www.jobs.nhs.uk](http://www.jobs.nhs.uk).

As part of our ongoing commitment to the continued safety of our patients, visitors and staff it is likely that you will be required to undergo a Criminal Bureau check.

To advertise in this bulletin please contact:

Tina Boucher email [tina.boucher@glos.nhs.uk](mailto:tina.boucher@glos.nhs.uk)

Graham Skipp email [graham.skipp@glos.nhs.uk](mailto:graham.skipp@glos.nhs.uk)



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<b>ADMINISTRATION</b>
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**THIS VACANCY IS OPEN TO INTERNAL CANDIDATES ONLY**

**ADMINISTRATOR – CLINICAL DEVELOPMENT DIRECTORATE**

**Band: 5**  
**Salary: £20,710 - £26,839 pro rata**  
**Hours: 37.5 per week (part time considered)**  
**Location: Sanger House, Brockworth, Gloucester**

**3 months temporary contract / secondment 1 April – 30 June 2010**

An opportunity has arisen to join the busy Clinical Development Directorate and develop skills in managing systems and processes in a variety of areas. This post has arisen to cover a staff sabbatical.

You will

- provide support to and work with the Deputy Director and Clinical Development Manager's in the team.
- Organise and manage agenda's, enclosure papers and minutes for monthly Clinical Quality Review Groups for all four provider Contracts and monthly Commissioning for Quality Group.
- Manage the administration of GP with Special Interest Competency Framework panels and GP Accreditation and Re Accreditation processes and systems including maintenance of database.
- Undertake project work and literature searches as required.

You must be enthusiastic, flexible, quick to learn and competent in office systems. IT and minute taking skills are essential. You must also be able to work independently and have excellent communication skills.

For further information please contact  
Sarah Hughes Deputy Director 08454 221739 or Jane Brown Senior Clinical Development Manager 08454 221816

**Ref: 744-G9-465**

**Closing Date: Midnight Tuesday 2<sup>nd</sup> March 2010**

## **PERSONAL ASSISTANT TO DIRECTOR AND DEPUTY OF PUBLIC HEALTH**

**Band:** 4  
**Salary:** £17,732 - £21,318  
**Hours:** 37.5 per week  
**Location:** Sanger House, Brockworth, Gloucester

We are looking to appoint an enthusiastic and self-motivated individual to join the Public Health Department based in Brockworth.

This post will provide a full administrative support function to the Director of Public Health and Public Health team to deliver an efficient, professional and high quality service. We are looking for someone with experience of working in a Personal Assistant/Senior Secretarial support role to Director Level, operating in a large and dynamic organisation. This role will report to the Business Manager, and may involve some delegated line management responsibility.

You should be a strong team player, proficient in secretarial skills, RSA III or equivalent and fully conversant with Microsoft applications. Excellent communication and interpersonal skills are required, and there will be an occasional requirement to support a range of projects across the Directorate. You will work unsupervised at times and therefore should be able to demonstrate the ability to show initiative and prioritise conflicting work demands effectively.

For further information and an opportunity to discuss this exciting role please contact Kelly Davis, Business Manager of Public Health on 08454 221770 or by email [kelly.davis@glos.nhs.uk](mailto:kelly.davis@glos.nhs.uk)

**Ref: 744-G9-470**

**Closing Date: Midnight Sunday 21<sup>st</sup> February 2010**

**THIS VACANCY IS OPEN TO INTERNAL CANDIDATES ONLY**

**HEAD RECEPTIONIST  
SEXUAL HEALTH SERVICES**

**Band: 3**  
**Salary: £15,190 - £18,157**  
**Hours: 37.5 per week (including unsocial hours)**  
**Location: Hope House, Great Western Road, Gloucester**

We require a reception supervisor in the Sexual Health Department, to cover our service countywide. You would be working in a busy reception environment where tact and diplomacy are essential.

The post requires ability to work in a demanding customer focus role; to be able to use own initiative whilst balancing competing and urgent priorities. A confident approach and the ability to remain calm when dealing with patients and members of the public from a varied cross section of society is essential.

Previous experience of supervising staff and team working are key to this role.

Good interpersonal skills and an excellent telephone manner are of the utmost importance. Previous administrative experience, knowledge of computer inputting, and a good standard of general education is required.

For informal enquiries please contact Lois White 08454 226962

**Ref: 744-G9-464**

**Closing Date: Midnight Tuesday 16<sup>th</sup> February 2010**

**THIS VACANCY IS OPEN TO INTERNAL CANDIDATES ONLY**

**ADMINISTRATIVE ASSISTANT**

**Band:** 3  
**Salary:** £15,190 - £18,157  
**Hours:** 37.5 per week  
**Location:** Stroud General Hospital

**1 Year Fixed Term Contract**

Looking for a chance to join a high performing team and develop your skill set and knowledge in a hospital setting?

This is a brilliant opportunity to develop a wide range of administration, secretarial and project skills and competencies within a fixed term contract. You will be working with a new senior team of clinical managers (Matron and Deputy Matron) and will be part of a forward thinking and developing admin team which supports the hospitals, community services, and locality office.

As well as providing a range of administrative and secretarial duties, deputising for Team Secretaries to the Matron and General Manager in the locality office, you will be involved in a range of new short life work-streams:

- in our first year of Care Quality Commission Registration, assisting clinicians and managers to evidence our compliance against essential standards through the implementation and embedding of new systems and processes in practice
- supporting clinicians with the introduction of more effective discharge planning processes,
- carrying out a systematic audit and updating of staff personal files.

You will need to have an impressive set of skills including well developed IT competencies, good interpersonal skills, meticulous attention to detail, and an interest in demonstrating your skills to others and supporting them to learn. Of course you will be a good team player and will share our passion for quality and improvement.

For an informal discussion, phone Kay Haughton, Matron on 01453 562206 or Kath Whysall, General Manager on 10453 768116

**Ref: 744-G9-463**

**Closing Date: Midnight Tuesday 16<sup>th</sup> February 2010**

**THIS VACANCY IS OPEN TO INTERNAL CANDIDATES ONLY**

**CLERICAL SUPPORT OFFICER**

**Band:** 2  
**Salary:** £13,233 - £16,333 pro rata  
**Hours:** 14 per week  
**Location:** Nailsworth and Frithwood Surgeries

An opportunity exists for a Clerical officer to assist the Public Health Nursing teams in the South Cotswolds.

You must be enthusiastic, flexible, quick to learn, IT literate, used to various office systems and have excellent communication skills. You will probably also have your own transport, as you will need to travel between offices/surgeries in the course of your work.

For further information please contact Kate Milne Public Health Team Leader on 07717695183.

**Ref: 744-G9-462**

**Closing Date: Midnight Tuesday 16<sup>th</sup> February 2010**

<b>PUBLIC HEALTH</b>
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**CONSULTANT IN PUBLIC HEALTH / PUBLIC HEALTH MEDICINE  
CHILDREN & YOUNG PEOPLE**

**Band: 8d / Consultant Contract**

**Salary: From £63,833**

**Hours: 37.5 per week**

**Location: Sanger House, Brockworth, Gloucester**

**Fixed Term Contract – 6 months**

We are looking for a dynamic and enthusiastic individual to join our Public Health Team in Gloucestershire PCT. The senior team consists of the Joint Director of Public Health, Deputy Director of Public Health and 6 Consultants. This is an exciting job opportunity at a time when commitment to public health delivery in Gloucestershire is at its strongest.

As one of the senior public health team you will lead on children, young people and maternity, and on sexual health. You will work both with the PCT children's commissioning team and with the Children and Young People's Directorate at Gloucestershire County Council to maximise the prevention agenda for children and young people, and to contribute to the delivery of key national policies and strategies. You will also work with at least one of our 6 District Local Strategic partnerships to improve health and reduce health inequalities in Gloucestershire.

Gloucestershire itself is a large county of 600,000 with 2 tier local government. It has a mix of urban and rural areas and although overall an affluent county it has significant pockets of both urban and rural deprivation. Come and join us!

For an informal discussion about this post, please contact Dr Shona Arora, Joint Director of Public Health on 08454 221839.

**Ref: 744-G9-471**

**Closing Date: Midnight Sunday 28<sup>th</sup> February 2010**

<b>SALARIED GENERAL PRACTITIONER</b>
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**SALARIED GENERAL PRACTITIONER WITH INTEREST IN MUSCULOSKELETAL MEDICINE****Musculoskeletal Clinical Assessment & Treatment Service (MSKCAT)**

(Gloucester City and the Forest of Dean Localities)

**Salary: £52,249 - £80,354 pro rata**

**Hours: Sessional (up to 4 sessions per week available)**

**Location: Edward Jenner Court, Brockworth, Gloucester**

An exciting opportunity has arisen for a General Practitioner with an interest in Musculoskeletal Medicine.

We are looking for a motivated and enthusiastic team player for this newly created and innovative post. This is a development post that will allow the successful candidate to work towards being a GP with Specialist Interest in Musculoskeletal Medicine. In return we can offer you a unique opportunity to work in a friendly team consisting of AHP Clinical Leads, Musculoskeletal Extended Scope Physiotherapists and Podiatrists, Musculoskeletal Physiotherapists and Administrative and Clerical staff.

MSKCAT clinicians work in a robust governance framework that includes strong professional links within Gloucestershire Care Services. There is an emphasis on working very closely with GP colleagues and building strong links with Secondary Care providers around clinical pathways. A truly multi-disciplinary service, the focus is on appropriate, safe and effective clinical management of patients with musculoskeletal conditions within Primary Care.

We have a strong commitment to Continuing Professional Development as well as established In-service Training Programmes and Professional Forums.

Applications will be welcome from candidates who wish to work flexibly, part time or who are looking to combine with existing contracts. Secondments may be considered.

For further information please contact Chris Boden, Head of MSKCAT, Tel 08456 598138

**Ref: 744-G9-381**

**Closing Date: Midnight Tuesday 23<sup>rd</sup> February 2010**

<b>3 COUNTIES CANCER NETWORK</b>
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**CANCER SERVICE IMPROVEMENT MANAGER  
3 COUNTIES CANCER NETWORK**

**Band: 7**  
**Salary: £29,789 - £39,273**  
**Hours: 37.5 per week**  
**Location: NHS Worcestershire, Worcester**

**Fixed Term Contract until end of March 2011. Potential Secondment Opportunity**

The 3 Counties Cancer Network is a managed clinical network for cancer care across Gloucestershire, Herefordshire and South Worcestershire.

We have an exciting opportunity for an appropriately qualified and experienced project manager to facilitate further development of cancer services in Worcestershire.

Managed by the 3 Counties Cancer Network Service Improvement Lead working alongside commissioners and based at NHS Worcestershire. Day to day working with cancer service providers in South Worcestershire. Partnership working with other cancer networks that are also present in Worcestershire.

For further information please contact Peter Davies on 08454 221599

**Ref: 744-G9-472**

**Closing Date: Midnight Tuesday 23<sup>rd</sup> February 2010**

## NURSING

### STAFF NURSES

**Band:** 5  
**Salary:** £20,710 - £26,839 pro rata  
**Hours:** 37.5 per week & 30 per week  
**Internal Rotation Essential**  
**Location:** Cirencester Hospital, Assessment & Rehabilitation Wards

**Situated within the beautiful Cotswolds, Cirencester Hospital is renowned for its high quality of care in a warm and friendly environment.**

We welcome applications from experienced qualified nurses, who are interested in enhancing their knowledge in Assessment & Rehabilitation nursing and with an interest in Stroke Rehabilitation. Also with a clear understanding of the discharge process.

The posts are an ideal opportunity to develop careers in a Multidisciplinary Team environment where people are valued and rewarded.

We can offer:-

A fully supported induction programme with a named mentor

Reflective Practice

Multidisciplinary Team Working

Annual appraisal and Personal development plans

Access to a variety of funded courses and Internet facilities for assistance with study

Flexible working options

NHS Pension scheme

Accommodation. Also Cotswold District Council offer a 'Starter Home Initiative' to assist key workers wanting to buy their first home.

We would be very interested to hear what you can offer.

If you would like further information and or an informal visit please contact Sister Jenni  
Organ 01285 884518

**Ref: 744-G9-468**

**Closing Date: Midnight Tuesday 23<sup>rd</sup> February 2010**

## **HEALTH VISITOR**

**Band:** 6  
**Salary:** £24,831 - £33,436  
**Hours:** 37.5 per week  
**Location:** Hesters Way Resource Centre, Cheltenham

We are seeking to recruit a dynamic, highly motivated Specialist Public Health Practitioner Health Visitor to work in a small skill mix team in Cheltenham.

Working in partnership with a variety of statutory and non-statutory agencies, you will develop and deliver plans to improve health outcomes for individuals, families and the community, which will contribute to the wider local public health agenda.

You will have excellent communication skills, be well organised and a team player. You must also be mobile for travel in community.

You will be offered a full induction package and preceptorship.

For formal enquiries, please contact Deirdre Byrne, Public Health Nursing Team Leader on 01242 224022.

**Ref: 744-G9-467**

**Closing Date: Midnight Tuesday 23<sup>rd</sup> February 2010**

## **HEALTH VISITOR**

**Band:** 6  
**Salary:** £24,831 - £33,436  
**Hours:** 37.5 per week  
**Location:** North Cotswolds, Bourton on the Water

We are seeking to recruit a dynamic, highly motivated Specialist Public Health Practitioner Health Visitor to work in a small skill mix team in the North Cotswolds.

Working in partnership with a variety of statutory and non-statutory agencies, you will develop and deliver plans to improve health outcomes for individuals, families and the community, which will contribute to the wider local public health agenda.

You will have excellent communication skills, be well organised and a team player. You must also be mobile for travel in community.

You will be offered a full induction package and preceptorship.

For formal enquiries, please contact Lynn French, Public Health Nursing Team Leader on 01451 823727

**Ref: 744-G9-461**

**Closing Date: Midnight Tuesday 16<sup>th</sup> February 2010**

**PUBLIC HEALTH NURSING SERVICES  
HEALTH VISITOR**

**Band: 6**  
**Salary: £24,831 - £33,436**  
**Hours: 22.5 per week**  
**Location: Symn Lane Clinic, Wotton under Edge**

We are looking for an enthusiastic Health Visitor to join the Public Health Nursing Team in Wotton under Edge based at Symn Lane clinic. This is an exciting time to be joining the team as you will be able to make a contribution to the commissioning of services for the new Phase 3 Children's Centre opening during March 2010.

As a Health Visitor you will work under the direction of a Public Health Team Leader working within a corporate team, providing a flexible service which may include cover in another base. The service will provide you with ongoing training, development, appraisal, supervision and support.

If you want to make a difference to the health of children and young people in line with all recent children's services developments, we welcome your application.

For informal enquiries regarding the above post please contact :  
Sarah Biddlecombe Public Health Team Leader 07917 133407

**Ref: 744-G9-433**

**Closing Date: Midnight Tuesday 16<sup>th</sup> February 2010**

<b>SPEECH &amp; LANGUAGE THERAPY</b>
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**SPECIALIST PAEDIATRIC SPEECH AND LANGUAGE THERAPIST**

**Band:** 6  
**Salary:** £24,831 - £33,436 pro rata  
**Hours:** 37.5 per week  
**Location:** Gloucestershire

**Fixed Term Contract – 6 months in the first instance (maternity leave cover)**

We are seeking an experienced clinician to provide cover for a period of maternity leave within community clinics, Children's Centres and their reach areas in the south of the county.

The caseload will include children who have been referred to Children's Centres via the multi-agency Early Years Panel due to the severity of their speech and language needs. It may also include children attending schools in the reach areas who are in receipt of a Statement of Special Educational Need and have Speech and Language Therapy provision detailed within their statement.

The Speech and Language Therapy Service covers the whole county of Gloucestershire and can offer regular support through whole team meetings, client group meetings, clinical supervision, as well as from Highly Specialist therapists in Language Disorder, Hearing Impairment, ASD and Learning Difficulties.

For further information please contact, Judith Anderson, Head of Service 01242 713873 / 07900 918079 or by e-mail: [Judith.anderson@glos.nhs.uk](mailto:Judith.anderson@glos.nhs.uk)

**Ref: 744-G9-473**

**Closing Date: Midnight Tuesday 23<sup>rd</sup> February 2010**

## PHYSIOTHERAPY

### MUSCULOSKELETAL CLINICAL ASSESSMENT AND TREATMENT SERVICE (MSKCAT)

#### EXTENDED SCOPE PHYSIOTHERAPIST

**Band:** 7  
**Salary:** £29,789 - £39,273  
**Hours:** 37.5 per week  
**Location:** Gloucester City and the Forest of Dean Localities

An exciting opportunity has arisen for a Musculoskeletal Physiotherapy Extended Scope Practitioner.

We are looking for a motivated and enthusiastic team player for this newly created and innovative post. In return we can offer you a unique opportunity to work in a friendly team consisting of AHP Clinical Leads, a GPwSI, Musculoskeletal Extended Scope Physiotherapists and Podiatrists, Musculoskeletal Physiotherapists and Administrative and Clerical staff.

MSKCAT clinicians work in a robust governance framework that includes strong professional links within Gloucestershire Care Services. There is an emphasis on working very closely with GP colleagues and building strong links with Secondary Care providers around clinical pathways. A truly multi-disciplinary service, the focus is on appropriate, safe and effective clinical management of patients with musculoskeletal conditions within Primary Care.

We have a strong commitment to Continuing Professional Development as well as established In-service Training Programmes and Professional Forums.

Applications will be welcome from candidates who wish to work flexibly, part time or who are looking to combine with existing contracts. Secondments may be considered.

For more information enquiries should be directed to:- Debbie Gray, Tel 08454 222720

**Ref: 744-G9-383**

**Closing Date: Midnight Tuesday 16<sup>th</sup> February 2010**

## OCCUPATIONAL THERAPY

### COMMUNITY OCCUPATIONAL THERAPIST

**Band:** 5  
**Salary:** £20,710 - £26,839  
**Hours:** 37.5 per week  
**Location:** Cheltenham Locality

We are looking for an enthusiastic and motivated Band 5 to join a well-established Occupational Therapy team to provide a service to the residents of Cheltenham. Health and Social Services teams have integrated and we are working closely together to ensure an integrated approach for adults with a physical disability.

You will work as part of a multidisciplinary team within Adult Social Care providing interventions to disabled adults to promote and improve independence in all areas of occupational performance through the provision of advice, equipment, minor and major adaptations to the home and through the identification of rehabilitation/reablement potential. Occupational Therapists use the Canadian Model of Occupational Performance (CMOP) as a framework.

This post will offer an exciting opportunity to work across a range of clinical areas and to be part of a service that is growing and developing.

We offer excellent supervision and opportunity for on-going professional development together with informal support from his/her colleagues in the team.

For informal discussion or further information please do not hesitate to phone: Jane Walker, Ops and Development Manager, Occupational Therapy or Elizabeth Hardeley, Community Occupational Therapy Manager on 01242 532486

**Ref: 744-G9-466**

**Closing Date: Midnight Tuesday 23<sup>rd</sup> February 2010**

## HEALTHCARE ASSISTANTS / SUPPORT WORKERS

### HEALTHCARE ASSISTANTS

**Band:** 2  
**Salary:** £13,233 - £16,333  
**Hours:** 37.5 per week – Internal Rotation  
(to include some night rotation)  
**Location:** Cirencester Hospital, Assessment & Rehabilitation Wards

**Situated within the beautiful Cotswolds, Cirencester Hospital is renowned for its high quality of care in a warm and friendly environment.**

We welcome applications from Health Care Assistants, who are interested in gaining or enhancing their knowledge in Assessment & Rehabilitation nursing, as well as from people wishing to start a career within the health service.

You will possess a caring, dedicated personality combined with a keenness to learn and enjoy working as part of a team. Full training will be given to the successful candidate.

The posts are an ideal opportunity to develop careers in a Multidisciplinary Team environment where people are valued and rewarded.

We can offer:-

- A fully supported induction programme with a named mentor
- Reflective Practice
- Annual appraisal and Personal development plans
- Access to a variety of funded courses and Internet facilities for assistance with study
- Flexible working options
- NHS Pension scheme
- Cotswold District Council offer a 'Starter Home Initiative' to assist key workers wanting to buy their first home.

We would be very interested to hear what you can offer.

If you would like further information and or an informal visit please contact Sister Ruth Aston on 01285 884634

**Ref: 744-G9-469**

**Closing Date: Midnight Tuesday 23<sup>rd</sup> February 2010**

## **HEALTHCARE ASSISTANTS SEXUAL HEALTH SERVICES**

**Band:** 2  
**Salary:** £13,233 – £16,333 pro rata  
**Hours:** Total 48.5 hours available  
Full time (37.5 per week) and part time hours available  
**Location:** Gloucester Royal Hospital and Cheltenham General Hospital Sites

Would you like to work within a developing, enthusiastic and expanding service? Are you a team player, motivated, forward thinking, able to be flexible within a clinic setting and keen to help develop a patient centered service?

This Job Purpose:

- To assist doctors and nurses to facilitate the care of patients attending the Sexual Health Service and promoting their dignity and comfort at all times
- To provide a high standard of care to patients attending the Sexual Health Service
- To work as a team member, ensuring the smooth running and efficiency of the Service is maintained

NHS Gloucestershire Care Services hosts the county wide Sexual Health Service and the post will be primarily within the Genito Urinary Medicine Department based on two sites, one at Cheltenham General Hospital and one at Gloucestershire Royal Hospital. Integral within this post will be to work within all other areas of the Sexual Health Service as required and being mobile for travel is essential

Hours of work would be within the clinic opening times of 0800-2000hrs weekdays and may include daytime on Saturdays in the future.

For further information please contact:

Sister Diane Gregory - Tel: 08454 22 3518

Senior Nurse Sonia Pearcey - Tel: 08454 22 6465

Senior Nurse Liz Jones - Tel: 08454 22 6465

**Ref: 744-G9-460**

**Closing Date: Midnight Tuesday 16<sup>th</sup> February 2010**

## **HEALTHCARE ASSISTANT**

**Band:** 3  
**Salary:** £15,190 - £18,157 pro rata  
**Hours:** 22 per week  
**Location:** Crescent Bakery Surgery, Cheltenham

An opportunity has arisen for us to appoint a Health Care Assistant to provide support to our busy District Nursing teams based in Cheltenham. The district nursing teams provide high quality care to people in their own homes. They also work closely with other Health and Social Care providers in a supportive and friendly network.

You will ideally have NVQ level 3 in a care related subject or equivalent level of knowledge acquired through experience, with a willingness to learn new skills. Being a team player and with good communication skills is essential, along with a proven ability to work efficiently, effectively and to work unsupervised.

Full training will be provided for other aspects of the role such as basic wound care and phlebotomy (taking blood samples).

Ability to travel / car driver - essential

Informal enquiries to Pat Caldwell 01242 282182 or Maggie Bloxham 01242 242579

**Ref: 744-G9-459**

**Closing Date: Midnight Tuesday 16<sup>th</sup> February 2010**

**VACANCIES WITHIN OTHER ORGANISATIONS**  
(PLEASE NOTE ALTERNATIVE CONTACT DETAILS FOR THESE POSTS)

**Practice Nurse**  
**Brockworth Surgery**  
**18-23 hours per week**

**Friendly, busy surgery. Work mainly in treatment room, also helping at minor surgery sessions. A knowledge of diabetes or willingness to develop knowledge desirable. Contact secretary on 01452 865009 for application form.**

**Closing date 19<sup>th</sup> Feb.**

## **PRACTICE MANAGER, GLOUCESTER**

**Hadwen Medical Practice, an innovative NHS general practice with 17,000 patients, one main and two branch surgeries, requires a full-time Practice Manager.**

**Essential management skills and experience include team development, HR, finance, IM&T and project management. NHS experience would be preferred.**

**Salary circa £38k, depending on skills and qualifications.**

**Interview dates: 23 February and evening of 08 March 2010**

**For an application pack, including job description and person specification please email [eve.beard@nhs.net](mailto:eve.beard@nhs.net)**

**To apply: Please send CV and letter of application, by Weds 17 Feb to [eve.beard@nhs.net](mailto:eve.beard@nhs.net)**

**SAINTBRIDGE SURGERY**

**MEDICAL ADMINISTRATOR**

30 hours a week

IT skills essential

Quick learner

Proactive

Good organisational skills

QUOF background useful

Please contact Julia Sage – 01452 500252 for job description and application form