

**MEDICAL SECRETARY**  
**24 Hours P/W**  
**Monday & Tuesday 8.30 am to 5.30 pm**  
**Wednesday & Thursday 8.30 am to 12.30 pm**

We are looking for a suitable candidate to undertake the role of medical secretary on a job-share basis. Your role will be to provide a comprehensive secretarial support to the Practice team with particular responsibility to the Partners correspondence, incoming and outgoing mail, facilitating Practice based meetings and aiding the process of liaison with patients, NHS colleagues and other professional bodies.

Candidates must have a proven and extensive secretarial background which includes competency in audio typing. All candidates must be competent in managing confidentiality and information governance measures. A background in a GP/medical environment would be preferred but candidates with the aforementioned skills may be considered.

Salary will be £10.00 per hour. The job share aspect will be based on 37.5 hours p/w for cover.

If you wish to apply you can download a copy of the Application Form, and supporting documentation, from our website: [www.westernroadsurgery.co.uk](http://www.westernroadsurgery.co.uk). The application form must then be submitted by post/hand to Mrs Julie Jackson, Practice Manager, Western Road Surgery, 41 Western Road, Billericay, Essex. CM12 9DX or by email to [julie.jackson4@nhs.net](mailto:julie.jackson4@nhs.net)

**Closing date for applications is Wednesday 22<sup>nd</sup> February 2017** and the Practice reserves the right to withdraw this vacancy at any time.

**Please note that only completed application forms will be considered for this position and CV's on their own will not be accepted.**