BANK OPPORTUNITIES AVAILABLE

Medical Secretary (Ref: 43763)
Band 4 - Salary Range £22,700 - £24,973 per annum pro-rata

Bank working arrangements are used to cover shifts/part shifts where, for example, we have vacant posts or unexpected absence/illness.

Do you have secretarial skills and experience, proficiency in Microsoft Office and Standard Grade or equivalent in English? Would you like to play a key role in our busy Medical Records team?

Medical Secretary duties are varied and include recording and collating patient information, organising clinics and appointments, typing confidential correspondence and dealing with enquiries. Strong administrative and communication skills, together with the ability to work unsupervised and to deadlines are essential requirements.

You will be expected to comply with the Induction Standards and Code of Conduct for Healthcare Support Workers within 3 months of commencing your role – details can be viewed at www.workinginhealth.com/standards/healthcaresupportworkers

For an informal discussion, please contact Pete Gaines, Health Records Manager on 01595 743033 or Ryan Sandison, Support Services Supervisor on 0159574300 or alternatively mobile via Reception on 0159574300

Closing date: 21st February 2021
Interview date: w/c 8th March 2021

A Distant Island Allowance of £1,895 per annum (pro rata for part-time and fixed term positions) is payable.

Please note this is a local advertisement and no relocation or interview expenses are applicable.

For more information and to apply:

Internal Applicants: if you are currently working for NHS Shetland (including Bank Members) you must apply via the Jobtrain website link: https://apply.jobs.scot.nhs.uk/internal/vacancies.aspx?chkDivision=173

External Applicants: if you are NOT currently an NHS Shetland employee or registered on our Bank, you must apply via the following Jobtrain website link:- https://apply.jobs.scot.nhs.uk/vacancies.aspx?chkDivision=173

If you require assistance or encounter any technical issues with your application, please e-mail support at helpdesk@helpmeapply.co.uk including the vacancy reference number and “NHS Shetland” in the subject line.

In promoting equal opportunities, we welcome applications from all sections of the community.