



The Alresford Surgery

Station Road
ALRESFORD
Hampshire
SO24 9JL

Telephone: 01962 732345

Dr Ann Lowman Dr Susie Wright Dr Anna Cross Dr Paul Webb Dr Ben Saunders Dr Marie Dodd

January 2022

Dear Applicant

Vacancy – Medical Secretary and Administrator

Thank you for enquiring about the post of Medical Secretary and Administrator at Alresford Surgery.

Please find attached a copy of the job description and our application form. In addition, I hope the following information will be of help to you.

We would like to appoint a medical secretary and administrator to work 20.5 hours per week across Wednesday – Friday.

The ideal hours being;

Wednesday 12.00-5.30

Thursday 9.00-5.00 (with a half an hour unpaid break.) Administrator

Friday 8.30-5.30 (with a half an hour unpaid break.) 8.30-2 Administrator 2-5.30 Secretary

Some flexibility maybe considered for the right candidate.

Administrator rate of pay is £8.91 per hour for the first 3 month and then will rise to £9.52 following a successful probation period.

Secretary rate of pay is £10.43 per hour for the first 3 months and then will rise to £11.14 following a successful probation period.

All staff are expected to be flexible and to undertake some overtime to cover colleagues' absences.

The job description attached provides a list of the major roles fulfilled by our secretarial team, but the work is varied and subject to change.

Conditions of employment include competitive salary, 25 days annual leave (pro rata on hours worked) and employees have the opportunity to join the NHS pension scheme. All offers of employment will be subject to satisfactory references and a DBS (Disclosure and Barring Service) check.

If you would like to apply for the post please return your application form to us (ideally via email) to recruitment.alresford@nhs.net by Sunday 6th February 2022.

Interviews will be held w/c 14th February 2022.

Please note that if you are currently registered as a patient at Alresford Surgery and your application is successful it will be a condition of employment that you register elsewhere.

Yours sincerely

Liz Brown
HR & Patient Communications Manager

www.alresfordsurgery.co.uk