



INFORMATION FOR APPLICANTS
MEDICAL SECRETARY

Part Time/Permanent Position

Hours of employment

24 Hours per week

Monday: 8.00am – 17.00pm

Tuesday: 8.00am – 17.00pm

Wednesday: 8.00am – 17.00pm

Thursday: OFF

Friday: OFF

1-hour unpaid lunch break

Annual leave

20 days (Pro Rata)

Statutory holidays (allocated on a pro rata basis)

Salary

£16,323.84 per annum (£13.08p/h)