

Salisbury Medical Practice, Fisherton House, Fountain Way, Salisbury, Wiltshire,
SP2 7FD

Harcourt Medical Centre, Cranebridge Road, Salisbury, Wiltshire, SP2 7TD

CARE HOME & FRAILTY SERVICE ADMINISTRATOR

Sarum Cathedral PCN are looking to recruit a committed, flexible and motivated Administrator to join our Care Home & Frailty Service team.

The CHFS (Care Home & Frailty Service) Administrator will be responsible for supporting the team in the general day to day running of the Care Home & Frailty Service which will include monitoring the generic email account, answering the phone, assisting with paperwork, liaising with care homes, using excel and word etc.

We are looking for someone who has ideally had previous administrative experience who has excellent organisational and communications skills. The applicant must have a high level of competency using Microsoft Office products and computers. The successful candidate will have the ability to liaise with staff at all levels and work effectively as part of a team.

This is a permanent position for 15 hours per week, 3 hours a day across Monday to Friday (e.g. 1000 to 1300). Hours to be discussed at interview.

The salary is £17,657 FTE (£9.03ph), rising to £17,970 FTE (£9.19ph) following successful completion of six month probationary period. We offer 5 weeks annual leave (pro rata) and the chance to join or continue on in the NHS Pension Scheme. Applicants must be eligible to work in the UK. The deadline for receiving applications is Wednesday 9th February 2022.

Please send completed application forms to alexis.bellis@nhs.net or post them in to our Fisherton House site (address above). If you have any questions or comments, please do not hesitate to contact us on 01722 333034 or by email to Alex on alexis.bellis@nhs.net

We reserve the right to close this advert early if we are able to appoint to the vacancy before the advertised closed date. Previous applicants need not apply.