

* Part-time (negotiable)
* Excellent working environment
* NHS pension scheme
* 25 days holiday (pro rata)

We are offering an opportunity for a Medical Secretary to join our incredibly friendly and innovative practice, in the centre of Oxford.

Apart from being a well-established GP training and University of Oxford teaching practice, we also lead on major public health initiatives, have our own investment company and are working in partnership with other practices and companies to develop improved ways of providing excellent care to our patients.

You will join a dynamic and friendly team at our purpose built premises in Central Headington and be proactively interacting with colleagues and patients to ensure a high quality referrals service.

You will be IT literate and enjoy being busy. Knowledge of EMIS web clinical system would be an advantage, although full training will be given. Successful candidates will ideally have previous medical secretary or PA experience.

Please contact Pauline Chegwin, Referrals Manager at p.chegwin@nhs.net to arrange an initial telephone discussion and visit.

[www.hedenahealth.co.uk](http://www.hedenahealth.co.uk)