We are a well-established fast growing GP surgery based on two sites in the West Oxfordshire area looking for an experienced secretary to join our existing team. Experience in medical secretarial work is desirable but more important is an ability to understand and be comfortable working with modern IT systems. You will also be able to communicate effectively with a range clinical professionals, staff and patients.

The role is for 37.5 hours Monday to Friday. Part time working will be considered for the right applicant. You will be working at both our sites. Benefits include eligibility to the NHS pension scheme.

For more information, please contact Annette Matthews at [Annette.matthews1@nhs.net](mailto:Annette.matthews1@nhs.net) or send your CV to [tracy.girvan@nhs.net](mailto:tracy.girvan@nhs.net) along with a covering letter.

Closing date 31st May 2022