**Clinical Administration Assistant Required**

**Part time – c. 20 hours per week**

**Morland House Surgery**
**London Road Wheatley OX33 1YJ**

Morland House is looking for a new administration assistant to provide administration and scanning support to our surgery team. Applicants must be flexible and willing to learn new tasks, work independently and able to cope in a busy environment. Training will be provided for the right candidate.

Hours to be agreed at interview.

Applicants will also need to have flexibility to cover annual leave and sickness.

We can offer excellent rates of pay as well as inclusion in the NHS Pension Scheme.

If you would like to be part of a friendly team and have the qualities we are looking for please email your CV to wendy.starodub2@nhs.net.