

## **WASHWAY ROAD MEDICAL CENTRE**

67 Washway Road, Sale, M33 7SS  
0161 962 4354

10 January 2018

Thank you for your interest in our current vacancies.

Washway Road Medical Centre is a centrally located, busy, friendly GP practice, providing good quality medical care to its 15,600 patients. The practice is approved to train future GPs and doctors as part of their overall medical training as well as teaching medical students. We are therefore focussed towards on-going education and learning, supporting all learners in the changing healthcare environment.

It is our ethos to treat others how we ourselves would wish to be treated, so it is important that anyone joining our team shares similar values. Our website [www.wrmc.org.uk](http://www.wrmc.org.uk) gives more information about our services, facilities and team. Training will be provided in order to meet job description criteria.

Before you apply, please ensure you have read the job description, person specification and working hours for the post, prior to submitting your completed application by the closing date. If you have any queries about the post, please ring Mrs Davis or Mrs Allen on 0161 905 4727. Application forms can either be posted, hand delivered or scanned and returned via email to [info@wrmc.org.uk](mailto:info@wrmc.org.uk).

We will notify shortlisted candidates by Friday 2 February 2018. If you have not heard from us by that date, then unfortunately you have been unsuccessful on this occasion. It is anticipated that interviews will be carried out during the fortnight following this.

### **MEDICAL RECEPTIONST**

The hours of work for this post have yet to be confirmed, but will need to cover our core & extended hours of 7am – 7pm Monday – Friday. All staff currently work a combination morning & afternoon/ evening shifts, each of which are approximately 5 hours & some full days.

Saturday working and weekday cover to 8pm may be required in the future. Flexibility is needed on occasions to cover annual, study & sick leave of colleagues.

All employees are automatically enrolled into the NHS Pension Scheme with immediate effect. Holiday entitlement is 20 days + bank holidays, pro rata, rising to 25 days + bank holidays after 5 years' service.

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### **CLINICAL CODING ADMINISTRATOR**

Hours of work to be confirmed but will cover core hours of 8am to 6.30pm Monday- Friday.

Saturday working may be required in the future. Flexibility is needed on occasions to cover annual, study & sick leave of colleagues.

All employees are automatically enrolled into the NHS Pension Scheme with immediate effect. Holiday entitlement is 20 days + bank holidays, pro rata, rising to 25 days + bank holidays after 5 years' service.

### **ADVANCED NURSE PRACTITIONER**

Hours of work to be confirmed but will cover core and extended hours of 7am to 7pm Monday-Friday. Saturday working may be required in the future. Flexibility is needed on occasions to cover annual, study & sick leave of colleagues.

All employees are automatically enrolled into the NHS Pension Scheme with immediate effect. Holiday entitlement is 25 days + bank holidays, pro rata, rising to 30 days + bank holidays, after 5 years' service.

### **MEDICAL SECRETARY**

Hours of work to be confirmed but will cover core hours of 8am to 6.30pm Monday- Friday.

Saturday working may be required in the future. Flexibility is needed on occasions to cover annual, study & sick leave of colleagues.

All employees are automatically enrolled into the NHS Pension Scheme with immediate effect. Holiday entitlement is 20 days + bank holidays, pro rata, rising to 25 days + bank holidays after 5 years' service.

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Many thanks for considering a post with us; we look forward to receiving your completed application by the closing date.