

Secretarial Support, Band 3

West Hertfordshire Hospitals would love to hear from you!

NHS Professionals run the temporary work placements at West Hertfordshire Hospitals and we are looking for a **Secretarial Support** to start ASAP!

Location: Watford General Hospital

Department: Clinical Haematology

Band: 3

What will your duties and responsibilities be?

- General Secretarial duties: Liaise with a defined person/group in connection with their appointments - deal with telephone enquiries on their behalf, etc.
- Ensure all patient notes are prepared, maintained and available in time for haematology clinics
- Collect notes and records from various wards and departments
- General administrative duties
- Deal with enquiries from patients, give results by telephone, rearrange appointments, give non-clinical advice, etc.

We are the largest recruit of bank staff to the NHS. In return for your hard work we are offering the following perks:

- 1st choice of over 4,200 placements – your dedicated consultant can book your placements today.
- Work this week, get paid next - Get paid the following Friday when you release your timesheets by 23:59 on Wednesday.
- Get paid to take holiday! - Holiday is accrued during every shift you work.
- Statutory maternity/paternity (subject to qualifying criteria)
- Access to our very own pension scheme called 'NHSP Stakeholder pension' for eligible members
- Free training and development opportunities

...and we are part of the NHS family!

We value your skills and experience and can provide you with a fantastic opportunity to work within the NHS and deliver a great experience for patients.

Where can you find out more?

Contact the admin and clerical team on 03330 144354 or email a&c@nhsprofessionals.nhs.uk