**DEVANEY MEDICAL CENTRE – 40 BALLS ROAD, OXTON, BIRKENHEAD,WIRRAL CH43 5RE**

We are advertising for a RECEPTIONIST/ADMINISTRATOR **post of 25.5 HOURS**

**Monday 8-1 lunch 1.30-4.30**

**Tuesday 1.30-5.30**

**Wednesday DAY OFF**

**Thursday 12.00-5.00**

**Friday 11:00-1:00 lunch 1.30-6.30**

**Wage starts at £11.44ph (or may consider higher for some years GP Practice experience)**

**\*\* PLEASE NOTE INTERVIEWS ARE PROPOSED TO BE HELD ON \*\*MONDAY 23RD SEPTEMBER\*\***

**Please send your CV and covering letter to**[**cmicb-wi-devaneymc@nhs.net**](mailto:cmicb-wi-devaneymc@nhs.net)**or if you would like an informal chat first please email**[**jelliott3@nhs.net**](mailto:jelliott3@nhs.net)**(Mrs Jenny Elliott Practice Manager)**

**PLEASE BE REASSURED THAT ALL APPLICATIONS & INTERVIEWS ARE TREATED IN THE STRICTEST OF CONFIDENCE**