

Job Title: Medical Secretary

Location: Nightingale Hospital, 11-19 Lisson Grove, Marylebone, London NW1 6SH

Department: Medical Secretary

Hourly rate: £14.35

Working hours: 37.5 hours per week

Closing date: 9th April 2021

Please note that interviews may take place prior to the advert closing as and when suitable applications are received. If a suitable candidate is appointed the role may close early, therefore please do not hesitate to submit your application.

About us

Nightingale Hospital is the only private mental health hospital in Central London, with over 30 years' experience in delivering specialised, evidence-based treatments in outpatient, day patient and inpatient settings. Our dedicated team of specialists are committed to the diagnosis and treatment of all types of mental health conditions, including eating disorders and addictions. Conveniently located, we are a two-minute walk from Marylebone main line and Underground stations, and within a ten-minute walk of Baker Street and Edgware Road Underground stations.

We are owned by international medical group, Orpea delivering the full spectrum of psychiatric care, high quality care home and rehabilitation services across the globe.

About the role: Medical Secretary

Your purpose is to provide outstanding medical secretarial and administrative support for the Consultant Psychiatrists clinics and to help them deliver the best possible experience through their consultations with patients.

The position will require an enthusiastic attitude and readiness to learn and we are particularly looking for someone with a keen eye for detail as the role is very much focused on typing and editing correspondence and ensuring results are processed and conveyed accurately.

Who we're looking for?

You must have a flexible attitude and willingness to learn. It is essential that you have a keen eye for detail as the role is very much focused on editing the outgoing doctors' correspondence and ensuring results are processed and conveyed accurately and promptly.

COVID-19 update

At Nightingale Hospital we are committed to ensuring the safety of our staff and have taken various measures to allow everyone to continue to operate both effectively and efficiently, whilst still remaining safe. All procedures have been evaluated and retrospectively restrictions have been

implemented in line with the Hospitals Infection Control Protocol and general government guidelines regarding virus transfer and social distancing during the pandemic. All work areas have been formally risk assessed and have been shared with respective departments. This has led to the implementation where necessary of Perspex screens between desks and the use of masks/visors in majority of places around the hospital.

Further details

To find out more or have an informal chat please contact the Human Resources Team, on 02075357701 or via email hrenquiries@nightingalehospital.co.uk. Alternatively, to apply please send your CV to hrenquiries@nightingalehospital.co.uk.

Nightingale Hospital is an Equal Opportunities Employer and ensures equality of opportunity in recruitment, promotion, pay, benefits and training by adopting and following practices that are free from unfair or unlawful discrimination.

All appointments are subject to receipt of a satisfactory Disclosure and Barring Service (DBS) Certificate.