

Date: 15th January 2026

Secondment Opportunity at St Catherine's

A secondment opportunity has arisen for an Administrative Officer Band 2 within the Central Booking Service at St Catherine's Health Centre.

This 12 month secondment is available on a full time or part time basis, with 37.5 hours per week worked across various shifts to cover service hours between 8am and 8pm, including weekends. The role sits within a busy administrative team supporting patient booking and access services.

This opportunity would suit colleagues looking to develop their administrative skills, gain experience in a centralised booking environment, or broaden their knowledge of patient pathways and services.

Vacancy details

- Job title: Administrative Officer Band 2
- Service: Central Booking Service
- Site: St Catherine's Health Centre
- Secondment length: 12 months
- Hours: Full time or part time, rota based
- Job reference: 844 7538620 B

The closing date for applications is 23rd January 2026 at 11.59pm.

For further information, please contact the recruiting manager at jayne.naughalty@nhs.net. To apply, visit the WCHC vacancies website using the link below.

<https://www.wchc.nhs.uk/careers/vacancies/#!/job/v7725094>