



Date: 9th April 2026

Internal vacancy: Administrative Officer Band 2

An opportunity has arisen for an Administrative Officer to join the Central Booking Service on a 12-month secondment.

The role is based at St Catherine's Health Centre and is open to internal applicants from Wirral University Teaching Hospital and Wirral Community Health and Care NHS Foundation Trust.

The post is full time at 37.5 hours per week, with shifts covering 8am to 8pm, including weekends.

The role involves receiving telephone calls from patients to book appointments, supporting Out of Hours and Teletriage services, and providing administrative support across community services. You will also be responsible for accurate data entry and maintaining patient records.

This is a great opportunity to join a supportive and dedicated team delivering high quality community services.

The closing date for applications is 16th April 2026.

For further information, please click [here](#).