

A gr8 way 2 earn while u learn!

Take your First Steps to a Brighter Future 2009 School Leavers - Modern Apprenticeships

You'll be surprised how as a Modern Apprentice in NHS Greater Glasgow and Clyde today you can get your future career off to a great start. Not only will you have a full time job from day 1 but you will also get support to study towards a Scottish Vocational Qualification (SVQ). For 2009 Modern Apprentice places, applications will be open to winter 2008 and summer 2009 school leavers.

So what are the opportunities?

There are now opportunities across a number of NHS Greater Glasgow and Clyde hospital sites based in the north, south and west of the city, as well as Renfrewshire and Inverclyde for the following Modern Apprentice training places.



Clerical Officers – Health Records

Vacancy Reference Number: 18918P
Agenda for Change Band 2
Starting salary: £11, 433*
Fixed term 2 year contract
Various Locations

The Health Records Service provides administrative support to the effective clinical care of the patients by managing the administration of all Outpatient, Inpatient and A&E patient activity. This is done through the use of both computerised and manual patient administration systems including support for the management of inpatient and outpatient waiting lists. The Service maintains a high degree of strict security and confidentiality of patient sensitive data and ensures that patient Health records are available to clinicians whenever required.

To be eligible to apply for this post you must meet the following education qualification minimum criteria:

- **Four Standard Grades at General Level 3 or above, one of which must be English.**
- **A Standard Grade in Administration at General Level 3 or above is desirable but not essential.**



Clinical Support Workers - Laboratories

Vacancy Reference Number: 18919P
Agenda for Change Band 3
Starting Salary: £11, 802*
Fixed term 3 year contract
Various Locations

Clinical Support Workers provide technological support to the scientific staff in the department. Procedures involve exposure to biological and chemical hazards and require manual dexterity, concentration and attention to detail to achieve accuracy and precision within a specified timescale.

For this post the selection criteria will require applicants to demonstrate skills in manual dexterity in addition to having an ability to understand and follow written procedures and policies.

To be eligible to apply for this post you must meet the following education qualification minimum criteria:

- **One Science Higher Grade at C or above or 2 Science subjects at Intermediate 2, plus:**
- Four Standard Grades at General Level 3 or above, two of which must include English and Maths.**
- The remaining two at General Level 3 or above from the following subjects: Chemistry, Biology, Biotechnology, Human Biology or Physics.**

* Both these positions are trainee posts under Annex U, Agenda for Change Handbook

To be successful in these roles applicants need to be reliable, able to work as part of a team and have skills in:

- **IT (word processing/email/excel)**
- **Communication (reading writing, speaking)**
- **Accuracy and Attention to Detail**

What's in it for me?

We've told you what we need from you - now here's what we can offer:

- **Full time fixed term contract (37.5 hrs per week)**
- **27 days annual leave, plus 8 statutory holidays**
- **Pension Scheme**
- **Discounted Travel Schemes**
- **Valuable work experience to build your future career**

For further information on these vacancies and how to apply, download the Information Pack for the post you are interested in along with a Modern Apprentice application form. Alternatively call NHS Greater Glasgow and Clyde's Recruitment Line on 0845 3000 831.

Completed applications must be submitted no later than the vacancy closing date of Friday 11th September 2009. Late applications will not be accepted. Completed applications should be submitted by email to nhsggcrecruitment@nhs.net

Alternatively you can post your completed application to Recruitment Services, NHS Greater Glasgow and Clyde, 5th Floor, Tara House, 46 Bath Street, Glasgow G2 1HJ.

NHS Greater Glasgow and Clyde is an Equal Opportunities Employer and welcomes applications from all sections of the community, including those from minority ethnic groups and those with disabilities. NHS Greater Glasgow and Clyde operates a no smoking policy.

These posts are part of NHS Greater Glasgow and Clyde's support of the Commonwealth Pledge to increase the number of apprenticeship places available to suitably qualified school leavers.

