

Oxford Health 
NHS Foundation Trust



Recruitment Solutions

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Email: Recruitment.Solutions@oxfordhealth.nhs.uk

Telephone: 01865 902605

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Recruitment Solutions is the in-house temping agency for Oxford Health NHS Foundation Trust. We help provide a workforce to services across the trust when they have a temporary requirement for members of staff.

Recruitment Solutions provides an excellent opportunity for experienced PA's, administrators, secretaries, graduates and students and other workers needing high levels of flexibility.

Whether you are looking to start a career in the NHS, further your career, fill a gap in your employment or make a difference - we can help.

We have a range of temporary positions available in the following job roles:

- administrators
- secretaries
- admin and clerical assistants
- receptionist
- data inputting clerks

The assignments that we offer vary in length and can help you to gain experience in a wide variety of areas - from community hospitals, GP practices to mental health services across Oxfordshire and Buckinghamshire.

If this suits your working needs, we would love to hear from you.

Next steps

If you have these necessary skills and are looking for temporary work, please apply as soon as possible by submitting to your CV to:

Recruitment.Solutions@oxfordhealth.nhs.uk

Alternatively you can contact the team directly on telephone number **01865 902605**.

You can also contact the team if you would like to find out more information about any short-term work that we may have on offer.

We look forward to hearing from you.

Hear what our temporary staff have said about us ...

"After graduating from university and struggling to find a job, recruitment solutions gave me an opportunity to gain some work experience that would prove pivotal to later on securing a permanent Job.

"I gained two months' work experience with the recruitment department. It was here that I was able to further develop key skills such as communication, teamwork, IT skills, as well as giving me the environment to grow as a person, developing more confidence as time went by.

"It was this experience that helped to open the door to more opportunities; a five week placement with HR, which was then followed up with an ongoing role with the children and families division.

"Thanks to recruitment solutions I was able to land myself a permanent role within the Leicestershire Partnership NHS Trust, as well as achieving my personal goals such as passing my driving test and buying my first car along the way." **Theo Riaye**

If you need the information in another language or format please ask us

Nëse ky informacion ju nevojitet në një gjuhë apo format tjetër, ju lutem na kontaktoni

আপনি যদি এই তথ্যাদি অন্য কোন ভাষায় বা মাধ্যমে (ফরম্যাট) পেতে চান তবে দয়া করে আমাদেরকে বলুন

જો તમને આ માહિતી બીજી ભાષામાં અથવા બીજા આકારમાં જોઈએ, તો કૃપા કરીને અમને પૂછો

यदि आपको यह जानकारी किसी दूसरी भाषा या आकार में चाहिए हो तो कृपया हम से पूछें

若您需要本信息的另一种语言或格式的版本文本，请与我们联系

ਜੇਕਰ ਤੁਹਾਨੂੰ ਇਹ ਜਾਣਕਾਰੀ ਕਿਸੀ ਦੂਜੀ ਭਾਸ਼ਾ ਜਾਂ ਸ਼ਕਲ ਵਿੱਚ ਚਾਹੀਦੀ ਹੋਵੇ ਤਾਂ ਵਿਰਥਾ ਕਰ ਕੇ ਸਾਨੂੰ ਪੁੱਛੋ

اگر آپ کو یہ معلومات کسی دوسری زبان میں یا کسی دوسرے طریقے سے درکار ہیں تو براہ کرم ہم سے پوچھیں:-

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Email: Recruitment.Solutions@oxfordhealth.nhs.uk

Web: www.oxfordhealth.nhs.uk/about-us/work-for-us/recruitment-solutions/

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