

VACANT HOURS FOR WEEK COMMENCING

DAY	AREA	TIME/S	HOURS
MONDAY			
TUESDAY	FRONT DESK ADMIN TASKS	8.30-1.30 2.00-4.00	5.00 2.00
WEDNESDAY			
THURSDAY	GREEN TREE HEALTH	2.00-6.45	4.75
FRIDAY	FRONT DESK FRONT DESK	8.30-1.30 2.00-6.30	5.00 4.50
		TOTAL HOURS	21.25

= 21.25 hours per week fixed shifts
 + Plus 11.00 hours per week **flexible** hours

= 32.25 hours per week + Plus between 0-15 **extra** hours required to be worked for staff absence (which includes holiday and sickness cover) per week

These **flexible** and **extra** hours will need to be worked between 8am-8pm Mon-Fri & Saturday mornings at any of the three sites – The Health Centre, Winsley Surgery & Green Tree Health.