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**RM971 – Non Medical Non Clinical Temporary & fixed Term Staff**

**Fylde Office Service Bureau Ltd has a long history of providing admin and clerical personnel.  Through our dedicated staff team, have delivered exceptional customer service, assisting with various recruitment requests to NHS Clients across Lancashire and Cumbria.**

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**Fylde Office Service Bureau Ltd**

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**Key Contacts for Admin & Clerical Staffing within the North West region:**

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**Geographical Recruitment Areas include:**

* Lancashire
* Cumbria

 

***“We pride ourselves in selecting the right person for the right job.”***

FOSB Ltd has been established since 1963 and is one of the most respected providers of recruitment solutions across the Fylde Coast. We have been providing temporary staffing to the NHS for over 17 years.

As qualified and experienced recruitment consultants we can undertake the whole process on your behalf, providing you with a shortlist of recommended candidates who have been interviewed and tested in-house, with references and ID obtained. We work within the NHS Pre-Employment Checklists to ensure that every agency staff member is fully compliant with the NHS Standards.

* **Fully Compliant**

We have successfully been audited by Crown Commercial Service for Compliance and Recruitment practices and procedures.

* **Employment Law**

We keep up to date with the latest working regulations and employment law so you can be assured legal requirements are met.

* **Pre-employment assessments**

We conduct full pre-employment checks used by the NHS

* **NI & Tax**

All staff will have accurate NI & Tax deduction.

* **Our NMNC charge rates**

Are fully transparent within the Framework and we pride ourselves on being one of the most cost effective agencies suppling to the NHS, keeping our rates well below the capped amounts as governed by NHS Improvement.

* **Holiday Pay**

Statutory holiday pay is built into the cost of our agency staff, so you can be confident that workers will receive their entitlement.

* **Employer’s NI contributions**

Are included in our hourly charge rate so there are no hidden costs.

* **GDPR**

Fully compliant within the new regulations 25 May 2018.