



Practice Manager

We are looking to recruit a motivated, enthusiastic Practice Manager to join our small friendly dedicated practice team located in the North Ormesby Health Village. Our close-knit practice team consists of 2 GP Partners, 1 Salaried GP, Nurse Practitioner, Practice Nurse, 2 HCAs and Admin support.

The Practice Manager is a key member of the team and will be expected to demonstrate strong management skills including experience in project management. Experience of managing staff and an understanding of HR processes, including skills to act sensitively and effectively when necessary.

The postholder will be able to demonstrate commitment to supporting the Practice in day to day management, ensuring the Practice is compliant with CQC requirements and runs in an efficient manner to provide an excellent service to our patients.

What we can offer:-

- Competitive salary based on previous experience and skills
- NHS pension
- 6 weeks annual leave plus pro rata bank holidays
- Full or part time working – hours negotiable
- Flexible working
- Training and development encouraged and supported
- Support with workload in the form of a part time Finance Manager along with a Part time Deputy Practice Manager.

About us: -

- GMS Practice with approx. 5,400 patients
- Systemone Clinical System
- Member of Greater Middlesbrough PCN
- Consistent high QOF Achievers
- CQC rated good overall

Please forward your application and attached CV to: - Nagina Akhtar at the above address or email to: nagina.akhtar@nhs.net