

We are a friendly, well-established practice looking for a full-time enthusiastic Practice Manager to complement our dynamic team. We are 2 GP partners, 1 salaried GP, 2 part time Advanced Nurse practitioners 2 Practice Nurses and 1 Phlebotomist as well as supportive management and administration staff.

### **Your Role:**

The practice manager is responsible for overseeing the delivery of patient care, operational and strategic management of the practice, and representing the practice at events to external agencies and stakeholders, and to patients. This will include, but is not limited to, leadership, project management, human resources management, development and management of service delivery, business development, financial planning, Payroll, contract delivery and performance. You must have experience in Practice Management within a GP surgery.

### **The Surgery**

- List size 7,500
- 5 weeks annual leave
- Emis/Docman/Iris accounts/payroll package
- Supportive Partners

Please email practice manager [jane.stansfield@nhs.net](mailto:jane.stansfield@nhs.net) to arrange visit.

<https://www.alexandrapractice.org.uk/>

Closing date 08.03.24