



UPTON SURGERY VACANCY
UPTON-UPON-SEVERN WORCESTERSHIRE

ASSISTANT PRACTICE MANAGER

We are seeking a professional and highly motivated person to join our team in a new role to support the senior managers at Upton Surgery. You will be responsible for the day to day management of administrative and reception staff and team leaders.

The successful candidate will utilise their well developed communication skills to manage and support staff teams who provide the excellent customer service for our patients.

A thorough working knowledge of GP systems, emis web, docman and digital dictation systems as well as daily use of IT skills will be required.

Full time 37.5 hours. Full NHS pension rights apply.

Ref: APM/2017

Upton Surgery is a friendly, forward thinking General Practice with on site NHS Community staff and Social Care staff. We have a holistic, integrated care approach for our 10,700 patients. We are a training practice with 6 GP partners. Located just 10 minutes from junction 1 of the M50, 15 minutes from Worcester and Malvern. 10 minutes from Tewkesbury and 30 minutes from Cheltenham.

Closing date for application is Tuesday 15th August 2017

Contact: philippawhite@nhs.net 01684 595040