

Deputy Practice Manager

Merchiston Surgery

Part of the Wyvern Health Partnership

Swindon, SN3 4BF

37.5 hours per week – full time

**Salary in the range of £25,000- £35,000 per annum,
depending upon experience.**

A new and exciting opportunity has arisen for an accomplished, enthusiastic and highly motivated manager to play a pivotal managerial role in this friendly and respected medical practice.

We are looking for an accomplished, motivated, productive and proactive individual with a demonstrable career in leadership, finance, operational and HR management.

A high degree of personal organisation and communication skills are required as well as a systematic approach to problem solving and planning.

Candidates must be conscientious, articulate and pragmatic and have an eye for detail. Competency in office IT and effective communication skills at all levels is essential.

Working alongside the Managing Partner and management team members, you will be supported by an excellent administrative and clinical team. You will also have the vision, willingness and drive to assist the practice in adapting into the new collaborative world of Primary Care Networks and integrated Care Systems.

The practice premises are over 2 floors without lift access to the first floor therefore there is limited disabled access to this area of the building.

The successful applicant will be expected to meet the English language fluency requirements as outlined in the Immigration Act 2016.

For further information, please go to:-

www.firstpracticemanagement.co.uk/jobs

Closing date 12 noon on Friday 30th July 2021

First Practice Management – Recruitment Advisors

