

PENNY'S HILL PRACTICE

PRACTICE MANAGER

Penny's Hill Practice is now looking to recruit an experienced, enthusiastic, forward-thinking Practice Manager with strong interpersonal skills who will be responsible for the day to day operational management of the surgery.

We serve a population of 8,000+ patients and pride ourselves on excellent patient care. We are a high achieving GMS practice, rated as 'Good' by the Care Quality Commission (CQC). We run a personal list system which provides for excellent continuity of care.

We are a friendly, supportive, training practice who value our staff and support their development. We take medical students from Southampton.

We recognise the need for change within the NHS and have embraced working at scale through both our locality and the 'Castleman Healthcare' Federation. We have 'SystemOne' operating system with Full Ardens package. We are part of the Wimborne and Ferndown Primary Care Network (PCN).

We are always looking at ways to develop the practice further whilst also maintaining our focus on patient care. The successful applicant will need to share this vision as well as supporting the staff within our organisation.

This is a full-time post supported by Practice Administrators, Data team, Practice Secretaries and a loyal reception team.

We are looking at a candidate who has experience in Practice Management or a similar role, with good leadership, financial and HR management skills. We expect the candidate to have good interpersonal, communication and IT skills.

PM_Job_Description Oct2021.doc

Apply with CV and covering letter to:

Dr Ravi Sastry – Senior GP Partner

Penny's Hill Practice, St Mary's Road, Ferndown BH22 9HB.

Or alternatively email: ravi.sastry@dorsetgp.nhs.uk

CLOSING DATE: 30/11/2021