

PRACTICE MANAGER

Camberwell Green Surgery

London, SE5 7AF

37.5 hours per week – full time

Salary in the range of £45,000- £55,000 per annum, depending upon experience

Situated in the heart of Camberwell in a stunning Grade II listed building, we are a long-established, friendly, and highly respected medical practice that combines tradition with innovation. Our supportive team thrives on collaboration, embraces new technologies, and delivers exceptional patient care to a community of 9,000 patients.

We're looking for an accomplished, motivated, and strategic Practice Manager ready to lead with vision and make a real difference. If you're passionate about driving service improvements, managing teams, and steering a busy practice forward, this exciting opportunity is for you!

You'll work closely with the Partners and be supported by a skilled and dedicated administrative and clinical team, taking responsibility for the seamless day-to-day operations of our patient-focused practice. Your vision, initiative, and drive will be key to leading the practice confidently into the future.

What you'll do:

- Take full operational responsibility for the smooth running of the practice, ensuring that all clinical and administrative services are delivered efficiently and to the highest standard.
- Lead, motivate, and develop a skilled team of administrative and clinical staff, fostering a culture of excellence, collaboration, and continuous improvement.
- Oversee financial management including budgeting, forecasting, and monitoring practice performance to ensure sustainability and growth.
- Manage HR functions including recruitment, staff development, performance management, and compliance with employment legislation.
- Work closely with the Partners and other stakeholders to develop and implement strategic plans that align with the practice's goals and patient needs.
- Drive service improvement initiatives, ensuring that key targets and quality standards are consistently met or exceeded.
- Ensure the practice remains compliant with all regulatory and governance requirements, including clinical audits and health and safety standards.
- Champion the adoption and effective use of new technologies and digital systems to enhance patient care and practice efficiency.

Who you are:

- A conscientious and dynamic leader with proven senior management experience, preferably within GP practice management.
- Previous experience in Practice Management is essential.
- Highly skilled in business management, finance, planning, HR, and equipped with strong IT and analytical capabilities.
- An excellent communicator and team player, with the ability to build strong relationships internally and externally.
- Passionate about delivering outstanding patient-centred care and fostering a positive, supportive work environment.

Join us and become part of a team that values your talents and encourages you to thrive.

Ready to take on a pivotal role with plenty of scope for personal and professional growth?

For further information, please go to:- www.firstpracticemanagement.co.uk/jobs/

Closing date midnight 18th June 2025

First Practice Management – Recruitment Advisors