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Recruitment of Assistant to the Practice Manager

Thank you for your interest in the above position.

We are currently recruiting to this new post for 20 hours per week. The working pattern is negotiable within practice working hours (weekdays 8am to 8pm) although some flexibility is desirable to enable attendance at meetings and there may be opportunities to work additional hours to help support the practice needs.

The current payrate is £10 per hour –although if the successful candidate takes on additional roles, this will be increased to reflect additional responsibilities and skills. The NHS Pension Scheme is offered to all employees at the practice, as well as a childcare voucher scheme.

Please find attached the job description and person specification. If you are interested in this position, please send your CV with a covering letter detailing how you meet the Person Specification and particular reasons why you would be suited to the role.

We plan to interview shortlisted candidates one Tuesday in late September and will contact you if you are invited to attend for interview. Please record on your application form if you have any preference regarding early/late interview times/dates and we will try to arrange the schedule to accommodate any requests if possible.

Please note that if you are registered as a patient at our practice and you are offered the job, we will ask you to register with another GP practice.

I look forward to receiving your application which can be posted or emailed to me.

Yours faithfully
Chris Wilkinson
Practice Manager