



Strawberry Hill Medical Centre, Newbury, West Berkshire are seeking an Assistant Practice Manager.

This is a role that will reward a person who is self-motivating and reliable, who is a good communicator and enjoys working as part of a team. You are someone who can be given direction on a project, but you will intuitively seek innovative ways to improve performance and efficiency. You are confident in using a range of IT systems. You may have a background in the private sector, or you have worked for the NHS or another public sector organisation. You are passionate about improving the experience for your clients and for your colleagues. No two days will be the same, and you are *confident in prioritising, working independently and reacting to unexpected situations*. This is a role that will challenge and reward you and provide continual opportunities for personal development.

You will work with the Senior Leadership Team and GP Partners in the running of the patient care and business sides of the practice. Under the direction of the Practice Manager, and with appropriate training and support, your key responsibilities will be:

- Driving business performance and ensuring high quality data is provided to NHS-England
- Managing the premises, Health & Safety, and GDPR
- Recruitment, on-boarding and line HR
- Deputising for members of the Senior Leadership Team
- Managing Patient Relations
- Staff Training and Development

This is a full-time role based in the practice. Salary £32,000 to £35,000 depending on experience.

Applications close on 31<sup>st</sup> July 2024. We reserve the right to close this vacancy early if we receive sufficient applications for the role. Therefore, if you are interested, please submit your application as early as possible.