

Job Advert: Practice Manager at Blofield Surgery

Location: Blofield Surgery, Plantation Road, Blofield, Norfolk, NR 13 4PL

Salary: Competitive, depending on experience

Job Type: Full-time

About Us:

Blofield Surgery is a well-established practice committed to providing high-quality healthcare services to our community. We are looking for an experienced and proactive Practice Manager to join our team and work closely with the Senior Management Team and Partners. This role is key to ensuring the efficient day-to-day operation of the practice and supporting the delivery of excellent patient care.

We value a warm and welcoming working environment where staff wellbeing is a priority, and we aim to maintain a workplace where all our team members feel supported and valued and hope the ideal candidate will be able to support morale in an ever-challenging NHS environment.

Key Responsibilities: (Also See Job Description)

- Oversee the daily operations of the practice, ensuring smooth functioning for both staff and patients.
- Work closely with the Senior Management Team and Partners to manage the practice's priorities and strategic direction.
- Ensure the practice complies with all healthcare regulations, policies, and procedures.
- Take responsibility for practice finances, including budgeting, invoicing, and payroll.
- Lead recruitment, training, and performance management of staff to ensure a high-performing team.
- Identify areas for improvement and implement systems to enhance operational efficiency and patient care.
- Liaise with external partners and form good working relationships within the NN4 PCN.
- Monitor practice performance, producing regular reports for senior management.
- Ensure effective use of practice IT systems and maintain confidentiality of patient data.

Skills and Qualifications:

- Proven experience as a Practice Manager or in a similar role within a healthcare setting.
- Strong leadership and team management skills.
- Good understanding of GP practice operations, NHS procedures, and healthcare regulations.

- Excellent communication skills and the ability to build positive relationships with staff, patients, and external partners.
- Financial management experience, including budgeting and payroll.
- Strong IT skills and experience with practice management software.
- A proactive, problem-solving approach to managing challenges.

Why Join Blofield Surgery?

- Work alongside a supportive Senior Management Team and Partners.
- Be part of a practice that values staff wellbeing and works to maintain a positive working environment.
- Opportunities for professional development and career growth.
- Competitive salary and benefits
- A collaborative team focused on delivering quality patient care.

How to Apply:

Please see attached job description

If you are looking for a role that offers responsibility and the opportunity to continue supporting Blofield Surgery's high achieving ethos, we would love to hear from you. Please send your CV and a cover letter outlining your experience and suitability for the role to Dr Catherine Banim - catherine.banim@nhs.net

Application Deadline: 31 March 2025.

Interviews to take place from 1/4/25 to 11/4/25