

Moss Valley Medical Practice

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Gosforth Valley Medical Practice

Gorsey Brigg, Dronfield, Derbyshire, S18 8UE
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VACANCY

Job Title: Assistant Practice Manager
Hours: 37.5 hours per week
Contract type: Permanent
Closing date: Monday 13 November 2023

<p>Job Summary</p>	<p>This is an exciting opportunity for an experienced Assistant Manager, or a Team Leader ready for the next step in their career, to join our team at The Valleys Medical Partnership.</p> <p>Based at Moss Valley Medical Practice, the Partnership is looking for a motivated, enthusiastic, forward-thinking leader to join our friendly, focused, and professional management team.</p> <p>The ideal candidate will have excellent communication skills, good attention to detail, and a desire to contribute towards making The Valleys Medical Partnership, the best it can possibly be, for its patients and staff.</p>
<p>Main duties of the post</p>	<p>The successful candidate will be required to work as part of the Primary Health Care Team under the direction of the Practice Business Manager, providing support and management to the practice team and the patient population.</p> <p>The Assistant Practice Manager is responsible for the effective day-to-day running of the site and providing support to the Practice Business Manager.</p> <p>The main responsibilities include:</p> <ul style="list-style-type: none"> • Management of ad-hoc maintenance of the building. • Health and safety compliance. • Dealing with daily staff issues. • Performance management and appraisals for the administration team. • Coordination of staff training. • Management of the staff leave process. • Coordination of medical trainees. • Dealing with IT issues. • Management of the appointment rota. • Practice data submissions and completion of monitoring reports. • Liaising with patients as required including dealing with compliments, suggestions, and complaints. • Liaising with external colleagues, suppliers, and other businesses.
<p>About us</p>	<p>We are a successful Partnership with 6 GP Partners and one Pharmacist Partner. We have a practice population of approximately 12,400 and are based across two sites: Moss Valley Medical Practice in Eckington, and Gosforth Valley Medical Practice at Dronfield.</p> <p>We are a 'Good' practice, patient-focused and consistently securing high achievement in terms of QOF. We are proud of our training practice status and welcome new and innovative approaches to patient care.</p> <p>We are welcoming, supportive and strive to put our team's wellbeing at the heart of all we do.</p>