An opportunity has arisen for a dynamic, forward thinking individual to join our management team in Windsor & Eton. We are looking for someone to join the current tam of 2 other managers and complement their roles, ideally full time over 4 days per week but we are open to negotiation for the right person.

Working alongside out other 2 managers, you will be responsible for the day to day running of the sites, dealing with personnel, estates, IT, finance and patient queries. Specifically we are looking for someone who can enhance our HR skills and knowledge, support better patient engagement and manage the GDPR processes within the Practice.

Candidates would need to have strong interpersonal skills, be well organised, able to project manage and be flexible in tour approach to your work in a changing environment. Previous management experience is essential; however this does not have to be within healthcare.

We are a two site GP Practice based in Windsor and Eton. Our Windsor Practice is in a modern purpose built premises and the majority of staff are based here as all the telephone calls come in to this site and it is larger. Our Eton Practice is in an old Church building and although smaller is full of character.

In total we have just over 14,000 patients and look after a range of local services. We have 4 GP Partners, 6 Salaried GPs, 1 Retainer GP, 1 Advanced Paramedic Practitioner, 5 Practice Nurses, 3 Healthcare Assistants and clinical staff via the PCN ARRS for which we are heavily involved. We are a training Practice with 2 GP Registrars with us most of the time. They are supported by a strong reception and administrative team with senior leads.

Informal discussions welcomed.

To apply or for further information please contact our Business Manager, Rachel Procter, via rachelprocter@nhs.net