

Strathpeffer Medical Practice

School Rd, Strathpeffer, Ross-shire, IV14 9AG
T: 01997 421455



Practice Manager Vacancy

30 hours per week – flexibility of hours considered
£32 – 38K pro rata commensurate with experience

Due to the promotion of our current manager to a Health Board position in Primary Care we are looking for a Practice Manager to join our friendly team. Strathpeffer Medical Practice is located in an area of outstanding natural beauty in the Scottish Highlands; less than a thirty minute drive from Inverness.

The ideal candidate will have management experience, preferably in a healthcare setting, including financial budgeting, HR and supporting and developing a team, but other candidates will be considered. Excellent interpersonal skills and an attitude of continuous improvement are essential.

Strathpeffer Medical Practice:

- 3850 registered patients
- Attractive premises with no space issues
- 3 Partners, 1 Salaried GP, 3 Nurses (including 1 ANP and 1 trainee GPN), 6 Admin (including Office Manager, Finance Officer and 2 HCAs), on site Pharmacy Support
- Branch surgery in Dingwall
- Fully computerised using Vision and Docman
- Teaching/Training Practice
- Low turnover of staff
- Low sickness absence
- Excellent patient access
- Regular meetings of all staff
- Good relationship with visiting clinicians and community teams
- Positive team morale & ethos

Informal enquiries are welcome. Job description, person specification and practice profile will be available on www.strathpeffermedicalpractice.co.uk

To apply for this position please send a copy of your CV with a covering letter to emma.rollo@nhs.net by close of business on Monday 16th September.

Dr A Adamu MB ChB
Dr D Westwood MB ChB
Dr L Spence MB ChB