



Assistant Practice Manager

Valley Medical Centre, Johnson St, Stocksbridge, Sheffield S36 1BX

The Practice is looking to recruit an enthusiastic, experienced and motivated Assistant Manager to join our busy friendly team. 9 GPs, 9700 patients. Our team includes GPs Nursing and Ancillary staff, administration and Reception. Our clinical system is Systmone. We are fully engaged with Primary Care Networks and our Community.

This wide ranging role is to support the business manager with the operational aspects of running the practice, including organisational, HR, IT, Finance, premises and quality monitoring.

Salary Band 5 - subject to qualifications and experience – 37.5 hours per week

This post is also advertised on NHS jobs.

For further information on the practice, visit our website www.valleymedicalcentre.org.uk

Please apply in writing with full details of experience and current salary details to

The Practice Manager at the above address or email lizedgwick@nhs.net

Closing date Friday 4th February 2022