**Wye Surgery**

**67 Oxenturn Road**

**Wye Ashford**

**TN25 0QU**

**Practice Manager**

**Full – time 37.5 hrs a week over 4 or 5 days**

**Salary depending upon experience**

An exciting opportunity has arisen for an accomplished, experienced highly motivated senior manager, with a demonstrable career in finance, HR, business and strategic management.

**Job Summary**

Wye Surgery is a GMS dispensing practice looking to the fill the role of Practice Manager supporting, and reporting to, the Practice Partners. Working with colleagues in the Ashford Stour PCN and wider NHS to provide the best possible patient care.

The work environment encourages talented individuals to thrive and make a difference. Candidates must be conscientious, pragmatic and eloquent, with the passion, integrity and initiative to drive success.

Previous General Practice senior management experience is desirable as is demonstrable leadership skills, competency in office IT and effective communication skills and practice finance.

Supported by the Partners and an excellent administrative and clinical team, you will also have the vision, willingness and drive to adapt to NHS targets and changes within a profitable, efficient working environment

Ideally, the successful candidate will be able to start as soon as possible, although the Practice can accommodate a later start date based on individual circumstances.

**About Wye Surgery**

We are:

* CQC rated ‘Outstanding’ practice.
* A forward-thinking, training, GMS dispensing practice with 9,200 patients.
* A dispensing practice with a clinical team of 8 GPs, a Paramedic Practitioner, Advanced Nurse Practitioner, Physiotherapists, Pharmacists, 5 practice nurses and 2 HCA’s.
* A teaching practice keen on developing and supporting, clinicians, trainees, retainers and students.
* Our practice support staff are an integral part of delivering excellent patient care.
* We work with five other practices as part of Ashford Stour PCN.
* We provide excellent, compassionate and kind personal care, combining the best of traditional values with the latest knowledge from a multi- disciplinary team.

For a copy of the job description and an application form contact:-

Mrs Helen Goodman

Practice Manager,Wye Surgery

Oxenturn Road

Wye Ashford TN25 5AY

01233 884585 Ext 2217

Closing Date: - 28th February 2022

Interview Date: - by mutual arrangement