



VACANCY FOR PATIENT SERVICES ADMINISTRATOR

We are a friendly practice looking to recruit an enthusiastic and motivated individual to the above post for 15 hours per week (Monday - Friday, 2 - 5pm).

Main responsibilities to include:

- Supporting the Acute care team
- Supporting the management team in promoting effective and efficient use of the appointment system
- Quality Improvement
- Collaborative Working
- Service Delivery

This is a very busy practice with 5 partners and 9000 patients which can make the role challenging at times. The successful candidate will be able to cope well under pressure, prioritise, and think on their feet.

We are looking for someone who has experience in working in primary care, is comfortable using different IT systems, has excellent customer service skills and an enthusiasm to learn.

Salary will be dependent on qualifications and experience.

Closing date: 5th June 2026

Please apply to: Donna Noyce, Practice Manager

Email: donna.noyce@nhs.net