



Assistant Manager
Hours – Full Time - 37 per week
Salary – Competitive

Thornhills Medical Practice is looking to recruit an experienced Assistant Manager to join our friendly and supportive team.

The Assistant Manager will be responsible for certain management aspects of Thornhills Medical Practice under the direction of the Practice Manager and Partners. Acting as central point of contact for the practice team and for providing effective supervision and leadership, you will have responsibilities to ensure the quality delivery of day-to-day non-medical services delivered by the practice. You will manage and coordinate various aspects of practice functionality, motivating and managing staff, patient services, premises and health and safety management

Essential skills:

- Excellent communication skills, oral and written.
- Previous experience of leading and managing people in a fast paced patient service setting.
- A proven history of developing the skills and confidence of a team and team members to fulfil their potential.
- Ability to build strong working relationships with your team.
- Ability to assertively manage difficult conversations with team members and patients
- Ability to confidently and continuously challenge the 'status-quo' and effectively manage conflicting priorities in the workplace.
- Ability to contribute to improving access for patients, including managing change, developing new systems and procedures.

We are a highly regarded, supportive, forward thinking 6 Partner GP training practice with a happy, reliable workforce providing care to approx. 14,300 patients. There is a strong emphasis on high quality patient care, education and personal development. To find out more about the Practice and vacancy visit our website: <http://www.thornhillsmedical.nhs.uk>

For informal enquiries or to apply with your CV and covering letter please contact Julie Gorner at enquiries.thornhills@nhs.net or 01732 849980.