



**Prescriptions Administrator**  
**25-30 hours per week**  
**Salary – Competitive**

Thornhills Medical Practice is looking to recruit an experienced Prescriptions Administrator to join our friendly team and to start as soon as possible.

The successful post holder will be responsible for the accurate and timely processing of prescription requests for the entitled population, liaising effectively with all relevant personnel. Duties can include but are not limited to, the processing of repeat prescriptions in electronic and hard copy format, including online requests. In addition, the post-holder will be required to support the multidisciplinary team, ensuring the strategic objectives of the practice are met. The post holder must work as part of a team, have the ability to organise and prioritise their own workload on a day to day basis.

We are a supportive, forward thinking 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 Gerner or Pamela Lake at [enquiries.thornhills@nhs.net](mailto:enquiries.thornhills@nhs.net) or 01732 849980.