

Temporary GP Practice Manager (maternity cover)

Framlingham Medical Practice is a forward thinking, friendly 5 Partner rural GP practice with a list size of over 9,000. We are looking for an enthusiastic, highly organised and self-motivated Practice Manager to join our busy practice in July 2017 on a part time, fixed term basis providing maternity leave cover. We operate from 2 dispensing sites in Framlingham & Earl Soham providing high quality care to our patients. We are a high-achieving, well-organised, training practice and use SystemOne.

The ideal candidate will demonstrate:

- Exceptional leadership and management skills
- Excellent communication and IT skills
- Experience of managing and developing staff
- Operational management skills for overseeing the day to day practice management
- Strong HR skills with knowledge of current employment legislation
- Knowledge of GP contract, QOF & Enhanced Services desirable
- Previous experience in Primary Care setting or NHS preferable

What we can offer:

- Salary is negotiable depending on experience
- Fixed term – Minimum 12 months period
- Friendly and supportive working environment

Closing date for applications: **Friday 14/04/2017**