

Springfield House Medical Centre is looking for an enthusiastic individual preferably with experience of working in primary care to support the Practice Manager in the smooth running of the Medical Centre's day to day operational functions. The successful candidate will contribute towards the development of the practice to meet the current needs of the patients as well as the Medical Centre's vision for the future.

The Assistant Practice Manager will be supported and empowered to work using their own initiative to develop their team and the work flow within the practice. The successful candidate will be a highly motivated, forward thinking leader, who has the desire to shape and develop themselves, their team and the practice. In return we will support and develop you and give you experience in working within a fast paced and challenging environment.

This is a permanent, full time position, 37 ½ hours over 5 days, salary is in line with Practice's scale based on Agenda for Change

Closing date; 31<sup>st</sup> January 2018

Start date to be discussed at interview

Shortlisted candidates will be offered an opportunity to visit the Medical Centre.

Informal enquires are welcome, please contact the Practice Manager Lindsey Pemberton on **0161 665**

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