Eynsham Medical Group, a forward thinking dynamic surgery set on two sites, is looking to recruit a highly motivated Deputy Practice Manager. To take responsibility for the administration, training and leadership of our growing and evolving non-clinical teams. You will also have responsibility for patient communications, involving developing our Website to best suit the needs of our patients and liaising with our Patient Participation Group who advise and assist us in how our communications can best achieve their aims. You will be well supported by an established group of team leaders and managers, who will work with you to achieve the aim of enabling our staff to give the best service possible to our patients.

Primary Care experience is desirable but more important is your proven track record of managing and leading teams. This will include change management and quality improvement.

The role is full time 37.5 hours per week Monday to Friday.

For further information please see the attached job description. To arrange an informal visit please contact our practice manager Tracy Girvan at tracy.girvan@nhs.net

Closing date 17th September 2021.