

## **Job Opportunity: Practice Manager (Maternity Cover – 12 months)**

Gold Street Surgery are seeking an experienced and motivated Practice Manager to join our team on a 12-month maternity cover contract. This is a pivotal role, ensuring the smooth day-to-day running of the practice and supporting both staff and patients. Full or Part-time hours considered.

### **Key responsibilities of the role will include:**

- Management of day-to-day running of the surgery.
- Adopting a strategic approach to the development, delivery and management of patient services.
- Supporting and leading our admin and clinical teams.
- Working in collaboration with our primary care network.
- Managing HR, staff training and staff development.
- Monitoring and helping to support the delivery of QOF.
- Ensuring all patients have a positive experience.
- Health and safety lead.
- Dealing with practice complaints and learning events.
- Ensure we stay compliant with CQC, NHS contractual obligations.

### **About the Candidate**

Applicants should have the following experience, skills and qualifications:

- Practice management experience in primary care preferred, but not essential.
- Confident leader with excellent communication and organisation skills.
- Ability to work under pressure and manage multiple priorities effectively.
- Self-motivated with a forward-thinking, solution-focused approach.
- Ability to develop, implement and embed policies, procedures and guidelines.
- Ability to cope with working in an ever-evolving environment and able to cope with regular changes to ways of working.
- Excellent organisational skills.
- Ability to train staff.
- Salary dependent on experience.

If this sounds like the right opportunity for you, please send your CV and cover letter to Victoria Webster (Practice Manager) at [goldstsw.recruitment@nhs.net](mailto:goldstsw.recruitment@nhs.net).

Closing date: Friday 26<sup>th</sup> December 2025.