# Practice Manager – Salters Medical Practice

📍 Droitwich, Worcestershire

🕒 Full-time, Monday to Friday

📅 Closing Date: 31st July 2025

## About the Role

We are looking for a dynamic and experienced Practice Manager to lead the operational and strategic direction of our friendly, high-performing GP surgery. You will work closely with our five partners (four GPs and one clinical pharmacist) to ensure the smooth running of the practice and the delivery of high-quality patient care.
This is a pivotal leadership role requiring excellent communication, organisational, and problem-solving skills. You will oversee all aspects of practice management including HR, finance, compliance, and digital transformation.

## Key Responsibilities

* Financial Management: Oversee budgets, payroll, pensions, and contract performance (QOF, Enhanced Services, etc.). Provide monthly financial reports and support strategic business planning.
* Human Resources: Lead recruitment, training, appraisals, and staff wellbeing. Maintain up-to-date HR policies and ensure legal compliance.
* Operations & Compliance: Ensure CQC compliance, manage premises and equipment, and maintain health & safety standards. Lead on policy development and business continuity planning.
* IT & Digital Services: Support digital service delivery, data security, and staff IT training. Maintain the practice website and liaise with NHS IT teams.

## About You

Proven experience (3–5 years minimum) in a senior management role.
Strong leadership and interpersonal skills.
Highly organised with the ability to prioritise in a fast-paced environment.
HR and financial management experience essential.
NHS Primary Care experience is highly desirable.

## About Us

Salters Medical Practice is a well-established, rural GP surgery serving around 9,000 patients. We are proud members of the Droitwich and Ombersley Primary Care Network, working collaboratively with local practices to deliver excellent care.
We value teamwork, innovation, and a patient-first approach. Our supportive admin team includes an Operations Manager, IT Lead, medical secretaries, clinical coders, and care coordinators.

## Why Join Us?

Be part of a respected and forward-thinking practice.
Make a real impact on patient care and community health.
Work in a collaborative and supportive environment.