

DEPUTY PRACTICE MANAGER Weymouth, Dorset

Are you an organised, motivated individual looking to take the next step in healthcare management?

Cross Road Surgery in Weymouth is excited to offer an opportunity for a Deputy Practice Manager, with a structured pathway to develop into a Practice Manager role.

ABOUT THE ROLE

This is a fantastic opportunity to join a supportive GP practice team and gain hands-on experience in the operational and strategic management of a busy surgery. As Deputy Practice Manager, you will work closely with the Practice Manager and clinical team, playing a key role in the smooth day-to-day running of the practice while developing the skills needed to progress into a senior leadership position.

KEY RESPONSIBILITIES

- Support the overall management of practice operations
- Assist with staff coordination, rotas, and HR processes
- Help oversee patient services and administrative systems
- Contribute to financial monitoring and budgeting processes
- Ensure compliance with NHS regulations and quality standards
- Lead on projects and service improvements
- Deputise for the Practice Manager when required

TRAINING & DEVELOPMENT

We are committed to your professional growth. This role includes:

- Structured mentoring from an experienced Practice Manager
- Opportunities to undertake relevant management training
- Exposure to all aspects of practice leadership
- A clear progression pathway to a Practice Manager position

ABOUT YOU

- Strong organisational and leadership skills
- Excellent communication and interpersonal abilities
- Experience in healthcare, administration, or management (preferred but not essential)
- A proactive, problem-solving mindset
- A genuine interest in developing a career in healthcare management

WHAT WE OFFER

- Supportive and friendly working environment
- Opportunities for career progression
- Ongoing training and development
- Competitive salary (dependent on experience)

HOW TO APPLY:

If you are ready to take the next step in your career and grow into a leadership role within primary care, we would love to hear from you.

Please submit your CV and a covering letter outlining your suitability for the role to:

Sue Wilkins, Practice Manager at sue.wilkins@dorsetgp.nhs.uk

