

Shift Pattern:

We currently have 2 vacancies for a Health Care Assistant.

Hours and Location

The exact working hours are flexible and will be agreed with the successful candidate, and we are open to discussing part-time or full-time arrangements.

The successful candidate will be expected to work either morning sessions, afternoon sessions or full-day sessions, depending on the agreed working pattern and service requirements. There will also be the expectation to undertake some extended access hours.

Extended access hours are between 7 and 8am, and between 6 and 7pm.

The role will primarily be based at Kingston Crescent, Cosham Park House and Crookhorn sites. You may be asked to provide support at other Portsdown Group Practice locations, with notice and support provided.

Rate of Pay: £13.84 an hour (FTE £26,686)

Purpose of the Role

Working under the direct supervision of the Practice Nurses and strictly in accordance with specific Practice guidelines and protocols to assist in the care of the Practice patients, to include treatment, preventative care, screening and patient education. Act as a focal point of communication between patients, doctors, nurses and other members of the primary health care team.

Position in the Organisation

- Reports to Clinical Team Manager
- Working under direct supervision of the Practices Nurses

Key Accountabilities and Responsibilities

- Carry out clinical observations including blood pressure, pulse, temperature and oxygen saturation checks, supporting long-term condition monitoring.
- Undertake venepuncture and support phlebotomy clinics, providing a professional and caring service to patients.
- Process patient specimens accurately and prepare them for pathology collection.
- Provide basic wound care, dressings and refer patients to nursing colleagues when required.
- Undertake chaperone duties during patient consultations and examinations.
- Support vaccination programmes such as flu
- Administer injections, including B12, in line with relevant protocols, Patient Specific Directions (PSDs) and under appropriate clinical supervision.
- Support patient reviews, health promotion activities, data collection and maintain clean, safe clinical areas.

We are Looking for someone who.....

- Has experience working in a healthcare, clinical or patient facing role, ideally as a Healthcare Assistant, but open to other relevant experience
- Has a positive, methodical and calm approach to all aspects of their work
- Has good time management skills and can prioritise work appropriately in a pressurised environment
- Has high standards, particularly regarding cleanliness and infection control
- Knows when to ask for help

Portsmouth Group Practice - Introduction

Everyone working within the Practice is committed to the provision of high-quality care for the benefit of our patients, whom we respect and value. We strive to be an open-minded, friendly, caring, and inclusive team.

We are proud of our supportive team culture. We believe everyone has an important role in delivering safe, compassionate care, and we encourage all colleagues to share ideas and help improve the way we work. The practice has a long history of training, and we are committed to the ongoing development of the entire team, including mandatory and developmental training for all our staff.

Benefits of employment include:



Financial Assurance

- Real Living Wage Employer
- Annual Pay Review
- NHS Pension Scheme – where employer contribution totals exceed 20%
- Practice Sick Pay Scheme



Health & Wellbeing

- Funded Private Healthcare via Benenden
- Eye care vouchers



Family / Dependants

- Compassionate time off work and bereavement leave
- Discretionary support for long term medical issues
- KIT days



Work Life Balance

- Five weeks annual leave (pro rata for part time) plus bank holidays
- Sabbatical opportunities (subject to length of service)
- Flexible working



Continuing Development

- Annual training review / investment
- Long history of training and developing staff for internal and external promotion



Appreciation

- Day off for your Birthday
- Social Events
- Corporate Fleece
- Refreshments
- Long Service Awards

PORTSDOWN GROUP PRACTICE
HEALTH CARE ASSISTANT



This Recruitment

The closing date for this post is: **4 August 2026.**

Applicants invited to interview will need to bring their qualifications.

Important Information

- Previous applicants need not apply.
- PGP reserve the right to close the advertisement early.
- Applicants must have the right to work in the UK without requiring sponsorship for this position.

If you would like to arrange an informal chat and / or a visit, please contact Ella Mills via email on ella.mills2@nhs.net