



St Peter's Medical Centre
Colbeck Road, Harrow
HA1 4BS



Job Opportunity at

St. Peter's Medical Centre

Here is an opportunity to be a leader in a remarkable team of around 35 people at a GP Practice in the heart of West Harrow, northwest London. We are highly committed to offering compassionate healthcare to our community. The practice is located within the premises of St. Peter's Church, with whom we have close links.

PART-TIME PRACTICE MANAGER

15 - 25 hours per week (45 - 60k pro rata)

The primary responsibilities in this role will be:

- Providing strategic leadership in the practice, together with the Partners and the Operations Manager
- Managing and coordinating the finances of the business
- Supporting the Operations Manager with HR management
- Providing line management to our administration team
- Overseeing both service providers and staff contracts

We are ideally looking for someone with previous experience in primary care, or a willingness to be trained.

If you have these abilities and this sounds like the right challenge for you, please forward your CV & Covering Letter to:

Louise Hewitt at: l.hewitt1@nhs.net

Closing date: 28th February 2025

'Offering Compassionate Health Care in the Community'