



COLDSIDE
MEDICAL PRACTICE
Supporting Your Health

ADMINISTRATOR PART-TIME (20hpw) [PERMANENT]

About the Administrator role

Coldside Medical Practice is recruiting a part-time Administrator to provide high quality administrative support to meet the needs of the business and fundamentally, the Practice's patients and carers. The enclosed *Job Description* summarises the job purpose, functions and responsibilities. Key features include maintenance of quality, IT, customer records, other data and general administrative systems; effective communications; promotion of customer engagement and service excellence; cohesive team working with GPs and in-house colleagues; and collaborative partnership working to help meet stated goals. The enclosed *Person Specification* sets out essential and desirable criteria in respect of qualifications, experience, skills, qualities and other relevant factors.

Main details of post

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| PLACE OF WORK: | Coldside Medical Practice 129 Strathmartine Road, Dundee DD3 8DB |
| REPORTS TO: | Office Manager |
| SALARY: | £10,140pa (equiv. to £9.75ph) [20hpw] |
| HOURS: | 20hpw: Mon – Fri: 14:00-18:00 (normal hours of work) <i>NB: All employees must work flexibly, including outwith their normal hours of work to help meet the needs of the business</i> |
| CONTRACT STATUS: | Permanent |
| APPLICATION: | Application deadline: Thursday 19th November 2020 at 12.00 hours. No late applications will be considered. |
| PROCESS: | Applications are invited from suitably qualified and experienced people in the form of a CV (max. 2 pages) and covering letter (max. 100 words), via email to Winnie Sturrock, Office Manager at winnie.sturrock@nhs.scot Queries should be directed to Winnie on 01382 880900. A visit to the Practice can also be arranged. |
| START DATE: | The intention is to commence the new appointment ASAP. |

About the Coldside Medical Practice

Coldside Medical Practice is a patient centred, friendly and forward thinking Practice located in Dundee. The city itself is thriving, aided by significant levels of economic investment in recent years and a longstanding reputation as a place of educational excellence and innovation. Our practice embraces an ethos of continuous professional development and lifelong learning. We are immensely proud to be a training practice for FY2 Doctors and medical students.

Coldside Medical Practice currently has a patient list of approximately 8,526. Our practice operates *Vision*, *Docman* and *ICE* clinical IT systems. Our practice benefits from a highly trained, skilled and motivated multi-disciplinary workforce comprising 6 GPs and an in-house management, administrative, nursing and health care team. We work collaboratively with a suitably integrated team of linked professionals including District Nurses, Midwives, Health Visitors, Pharmacists and Psycho-social Support/Link Workers; many of whom are based within our premises.