



Practice Manager – Chew Medical Practice

Salary: Competitive, depending on experience

Hours: Full-time (37.5 hours), on-site

Location: Chew Stoke, near Bristol and Bath

The Opportunity

We're seeking an enthusiastic, dynamic and highly motivated **Practice Manager** to lead our established and supportive team. You'll work closely with the GP partners to deliver our strategic goals, manage day-to-day operations, and ensure the practice continues to provide safe, efficient and high-quality care.

Management experience in a healthcare setting is desirable but not essential – we also welcome applications from experienced managers from other sectors who can demonstrate strong leadership, business management and organisational skills.

The successful candidate will be well supported by an established and experienced senior leadership team and a committed team of 50 clinical and non-clinical colleagues. A comprehensive handover from our current Practice Manager will be provided

About Us

Chew Medical Practice is a friendly, high-performing and well-respected GP dispensing practice serving 10,500 patients in the heart of the beautiful Chew Valley, just 13 miles from Bristol and Bath. We're proud of our "Good" CQC rating and our commitment to providing high-quality, patient-centred care.

Key Responsibilities

- Work with the GP partners to provide visible, accessible leadership and ensure smooth daily operations
 - Oversee HR, recruitment and workforce planning
 - Manage compliance, contracts, policies and regulatory obligations (including CQC)
 - Support financial planning and budgeting with our Finance Manager
 - Support our dispensary and nursing teams to deliver safe, effective services
 - Coaching and developing staff, and fostering a positive workplace culture
 - Oversee IT systems, data security, estates and health & safety
 - Handle patient feedback, complaints and significant events
 - Foster excellent communication within the team and with external partners
 - Keeping up with national and local developments within primary care, working with local stakeholders, commissioners and our Primary Care Network
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About You

We're looking for someone who is:

- An experienced leader and manager with excellent people skills
- Hands-on and visible, with a collaborative, supportive leadership style
- Able to deal with multiple conflicting demands to ensure the smooth day to day running of the practice, including staff management, overseeing the HR functions, compliance and ensuring the practice meets its contractual and regularity obligations.
- Highly organised with the ability to prioritise and work under pressure
- Skilled at building rapport with a range of stakeholders including patients, clinical staff and external organisations
- Comfortable managing change, improving systems and driving innovation
- Committed to equality, diversity, inclusion and staff wellbeing
- Able to manage and resolve conflict effectively, ensuring a positive working environment
- Strong analytical and problem-solving abilities with a proactive approach to identifying and addressing needs

Desirable qualifications, skills and experience:

- NHS or primary care management experience
 - Financial and business management, including forecasting
 - HR processes and employment law
 - Health & safety and risk management
 - Experience of managing multidisciplinary teams
 - Further education and qualifications beyond A-level
 - Leadership and/or management qualification.
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What We Offer

- A supportive, experienced leadership team including four GP partners, a Deputy Practice Manager, Finance Manager and HR Officer
 - Competitive salary (dependent on experience)
 - 6 weeks' holiday (pro rata) plus bank holidays
 - Opportunities for professional development
 - NHS Pension Scheme
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How to Apply

For more information please call Tonia Grant, Practice Manager on 01275 334118 or email tonia.grant@nhs.net or Clare Watkins, HR Officer on 01275 332420 or email clare.watkins2@nhs.net.

To apply, please send a covering letter and CV to clare.watkins2@nhs.net

Applications close on: **Friday 14th November 2025**

Successful candidates will be invited to attend an onsite interview assessment day on: Tuesday 9th December