



Vacancy (Grade 5 - £21-£25K)

Practice Systems Administrator



Full time 37 hours per week 7am until 6pm over 5 days

25 days annual leave per annum and 10 public holidays

We are looking for an enthusiastic, well organised individual with strong IT knowledge and skills to join our team. Applicants must be excellent communicators, good team player, be confident in managing a team and undertaking the operational management of the day to day running of a very busy general practice. The working pattern will be discussed and confirmed with successful applicants but flexibility is required to provide cover during our opening hours and staff holiday periods. The post is currently Grade 5 but could be negotiable with candidates with the essential knowledge, skills and experience. Management/supervisory experience is essential along with sound knowledge of networks, database systems and MS Office. Knowledge of Vision, Docman, SCI-Gateway, medical terminology and read coding would be desirable but not essential as training can be provided.

Application forms are available on the practice website. Please apply in writing to:

Laura Anne McMahon
Business Manager
St Luke's Medical Practice
Carlisle Community Health Centre
40 Chapel Street
Carlisle
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www.stlukesmedicalpractice.co.uk

Closing Date: Thursday, 14 September 2017