



Medical Administrator

Working across Riverside Medical Practice and Dunedin Medical Practice, this is a varied role where you will play a key part in providing excellent care to our patients by ensuring the smooth running of our administrative processes.

37.5 hours per week (worked over 4 or 5 days, between 7:30am – 6:00pm on a rota basis).

Pay: Annually £24,422, rising to £25,458 after a successful probationary period, with annual pay increases.

We are looking for a motivated and organised **Medical Administrator** to join our friendly and supportive team.

If you're looking for a role that offers variety, stability, and a chance to make a difference, we'd love to hear from you.

Why join us?

- Opportunity to choose a 4-day working week
- Pay increase after successful probationary period
- Active workplace culture- twice weekly lunchtime walks and supportive team
- NHS pension
- Cycle to work scheme
- Blue light Card discount scheme (available at a small cost)
- Regular team get-togethers and social events
- Free onsite parking
- Well-stocked staff kitchen- hot drinks, fresh fruit and daily essentials provided

Key Responsibilities

- Handling patient queries in person, by phone, and online
- Booking and managing appointments
- Processing referrals, test results, and clinical correspondence
- Maintaining accurate patient records using clinical IT systems
- Supporting clinicians and colleagues with a variety of administrative tasks
- Upholding confidentiality and safeguarding at all times
- Following Health and Safety policies and procedures to ensure a safe working environment

About You

- Strong organisational and communication skills
- **Good IT skills are essential** (Microsoft Office; clinical systems training will be provided)
- A positive, proactive attitude with great attention to detail
- Ability to work effectively both independently and as part of a team
- Previous administrative or healthcare experience is desirable but not essential, training will be provided

Informal enquiries to Sharmaine Dunnett on 01463 715999

To apply for this role please complete a Riverside Medical Practice Application form, which can be found on our website.

We reserve the right to close this vacancy early if we receive a high volume of applications. Early application is therefore encouraged