



Riverside Highland Medical Group

Medical Administrator

Riverside Medical Practice

Date Posted: 21.07.2026

Full-time, Permanent

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

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

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

This is a varied role working in a busy GP practices, where you will play a key part in providing excellent care to our patients by ensuring the smooth running of our administrative processes.

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 or Laura Mackay on 01463 715999

To apply for this role please complete a Riverside Medical Practice Application form.

Interviews to take place on the week commencing 10th August

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