

**Greensands Medical Practice
Brook End Surgery, Potton and
The Medical Centre, Gamlingay**

Dispensary Manager

We are a large, well respected, stable Practice operating across two sites in Potton and Gamlingay.

We are a very hard working team with a commitment to providing high quality clinical care for our patients.

- Patient list size – 12,000
- Eight Partner, GMS, part-dispensing Practice
- Rural market town and village locations
- Free parking, easy commute
- Consistently high QOF achievement
- Positive CQC report
- Cambridge Medical Student training Practice
- SystemOne computer system

An excellent opportunity has arisen for a Dispensary Manager to join our busy Practice. You will be part of a friendly team and have an NVQ or equivalent qualification in dispensing/pharmacy.

You will be able to work under pressure, have good IT skills, have a strong sense of team values, along with flexibility and enthusiasm.

Duties will include:

- Provide supervision to the Dispensary Team and oversee the day to day running of both dispensaries
- Ensuring dispensary procedures are safe and in line with standard operating procedures
- Processing repeat & acute medication
- Stock ordering
- Taking payments
- Undertake any additional tasks that may be required and appropriate to maintain a high standard and efficient dispensing service

Hours of work : 37 per week

Monday	8.15-12.30	2.00-6.00
Tuesday	8.15-12.30	2.00-6.00
Wednesday	8.15-12.30	
Thursday	8.15-12.30	2.00-6.00
Friday	8.30-12.30	2.00-6.00

Salary offered will be commensurate with experience.

Own transport is essential.

For further details and application form, please see www.greensands.org.uk

Closing Date :- 11th October 2019