



Assistant Practice Manager

Employer: Pembroke Medical Group
Location: Paignton, Devon
Salary: £35,000–£50,000 per annum (dependent on experience)
Contract: Permanent
Hours: Full-time (Monday–Friday)
Closing Date: 30 April 2026
Interview Date: To be confirmed

About the Practice

Pembroke Medical Group is a large, well-established GP practice providing primary care services to approximately 25,000 patients. We pride ourselves on delivering high-quality, patient-centred care and fostering a supportive, collaborative working culture. Our team is friendly, experienced, and committed to continuous improvement across all areas of the practice.

Job Summary

We are seeking an enthusiastic, organised, and proactive Assistant Practice Manager to join our management team. This is an excellent development role for someone looking to progress into a senior leadership position within primary care.

You will work closely with the Practice Manager and GP Partners to support the operational, compliance, financial, and service-improvement functions of the practice. The role offers hands-on experience across all areas of practice management, with structured opportunities to take on increasing responsibility as your confidence and capability develop.

Main Duties of the Job

The postholder will support the smooth and effective running of the practice, including:

- Assisting with day-to-day operational management
- Supporting staff management, including rotas, recruitment, training, and development
- Ensuring compliance with NHS, CQC, and other regulatory requirements
- Contributing to quality improvement and service-redesign projects
- Supporting financial processes, including budgeting and reporting
- Reviewing systems and processes to enhance efficiency and patient experience
- Using data and feedback to inform decision-making
- Managing and responding to patient feedback and supporting complaint resolution

Please refer to the Job Description for detailed information about the role.



About You

We are looking for someone who:

- Has strong leadership and people-management skills
- Is organised, adaptable, and able to work proactively
- Has experience working in a GP practice or other primary care setting
- Understands the operational demands and challenges of general practice
- Is confident using clinical and non-clinical IT systems and analysing data
- Can balance day-to-day operational tasks with strategic thinking
- Has an interest in quality improvement and service development
- Is motivated to learn, grow, and progress into a senior management role

What We Offer

- A welcoming, supportive, and experienced team
- A clear and supported development pathway
- Opportunities to take on additional responsibility as the role develops
- The chance to influence and shape how the practice evolves
- NHS Pension Scheme
- Generous annual leave entitlement

How to Apply

Please submit your CV and a short covering letter explaining your interest in the role via NHS Jobs.

For any enquiries or to discuss the role in more detail, please contact jayne.newell@nhs.net

Additional Information

We are an equal opportunities employer and welcome applications from all backgrounds.