

# Vacancy Bulletin

## December 2024

Sheffield  
LMC



### INSIDE THIS ISSUE:

**SALARIED GP:** JAUNTY SPRINGS HEALTH CENTRE

**SALARIED GP:** THE CROOKES PRACTICE

**GP MEDICAL RECEPTIONISTS:** GRENOSIDE SURGERY & WADSLEY BRIDGE MEDICAL CENTRE

**MEDICAL SECRETARY:** PRIMARY CARE SHEFFIELD GP PRACTICES

### SALARIED GP JAUNTY SPRINGS HEALTH CENTRE

An exciting opportunity has arisen for a GP to join our friendly, supportive and committed practice team at Jaunty Springs Health Centre. We are a small practice with a low staff turn over and we are committed to delivering excellent, holistic, person-centred care to our patients. We consistently score highly in our patient satisfaction surveys. We are situated in the southeast of Sheffield (S12).

- Small traditional practice
- Untriaged face to face GP and Nurse appointments
- No nursing home cover
- Competitive salary
- Consistently high QOF achievement
- 1 GP Partner, 4 Salaried GPs, 2 Practice Nurses, 1 Healthcare Assistant, 1 Clinical Pharmacist and 1 Pharmacy Technician
- Patient population 3640
- CQC rated 'Good'
- Low visiting rate
- SystemOne clinical system
- Active member of our local GP network (Townships 2 PCN)
- Further support from PCN staff - Mental Health Workers, Paramedic, Physiotherapy, Social Prescribing

No extended hours, preferably we are looking for full on call day cover for Fridays.

If you would like more information about this opportunity or to arrange an informal visit, please contact the Practice Management Team - Tracy Ward [tracy.ward1@nhs.net](mailto:tracy.ward1@nhs.net) or Zoe Cousin [zoe.cousin@nhs.net](mailto:zoe.cousin@nhs.net).

If you wish to apply please send a CV and covering letter to Tracy Ward or Zoe Cousin, The Practice Management Team, Jaunty Springs Health Centre, 53 Jaunty Way, Sheffield, S12 3DZ or by email to [tracy.ward1@nhs.net](mailto:tracy.ward1@nhs.net) or [zoe.cousin@nhs.net](mailto:zoe.cousin@nhs.net).

**Closing Date 31 December 2024.**

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### SALARIED GP THE CROOKES PRACTICE 203 School Rd, Sheffield S10 1GN

An opportunity has arisen for a fixed term salaried GP position at our friendly practice to cover staff absence and maternity leave. This post will likely be for 12 months starting in January 2025. Initially it is for 6 sessions (Tuesday, Wednesday and Fridays all day ideally). This will include 2 on-call sessions.

In April this may drop to 5 sessions/week and possibly a different set of sessions (Monday, Wednesday and Thursday). The opportunity to cover enhanced access sessions (90-minute evening clinics or Saturdays) at attractive additional rates of pay will also be available.

We have 15 minutes appointments, admin time, compensatory time given when covering on-calls and a low visit rate. We have a well organised team including a mental health worker, social prescribers, paramedic and pharmacy team.

If you would like an informal discussion or visit, please contact Dr Heather Inniss via email [h.inniss@nhs.net](mailto:h.inniss@nhs.net).

To apply please send CV and covering letter via email to Dr Heather Inniss, GP Partner [h.inniss@nhs.net](mailto:h.inniss@nhs.net).

Interviews to be held before Christmas.

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**GP MEDICAL RECEPTIONISTS  
GRENOSIDE SURGERY & WADSLEY BRIDGE MEDICAL CENTRE**

Post 1

Tuesday: 12.30pm – 4.30 pm  
Wednesday: 12.30pm - 4.30 pm  
Friday: 8.30am – 4.30 pm

Post 2

Monday: 12 noon – 6 pm  
Friday: 8.30am – 7 pm

An opportunity has arisen to join the team in our friendly practice.

You will require good keyboard skills and it is essential that you are able to cover for holidays and sickness over and above your contracted hours. Previous experience in a health environment is an advantage, but not essential as full training will be given.

You will have an opportunity to join the NHS Pension Scheme.

Applications by CV for the attention of the Practice Manager to [SYICB-sheffield.grenosidesurgery@nhs.net](mailto:SYICB-sheffield.grenosidesurgery@nhs.net).

Applications in writing to The Practice Manager, Grenoside Surgery, Sheffield. S35 8NX.

For an informal discussion about the role please contact Kara or Hilary on 0114 240 3159 Option 6.

**Closing date: 16 December 2024.**

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**MEDICAL SECRETARY  
PRIMARY CARE SHEFFIELD GP PRACTICES**  
Based at City/Mulberry Practice, Central Health Clinic

26 hours per week to include working on a Wednesday, Thursday and Friday  
Working Hours to be confirmed at interview

£11.44 to £12.25 per hour

Primary Care Sheffield Practices are a busy group of GP Practices covering 9 sites in Sheffield, caring for over 45,000 patients and serves some of the city's most vulnerable and deprived groups and multi-cultural communities.

We are looking for a reliable, enthusiastic, and meticulous person to work within our friendly, forward thinking Secretarial team.

As a secretary you'll work as part of a supportive team, to provide comprehensive medical secretarial and administrative support to City and Primary Care Sheffield GP Practices clinical, management and administrative teams. Producing high quality and accurate correspondence within required timescales and perform general administrative tasks for the different surgeries.

The Secretarial team currently consists of 8 people with a range of experience working within the 9 sites many of whom have been working within the practices for many years. The team is very supportive of one another to ensure work is completed to deadlines with a high degree of accuracy. We would welcome a new member to join our thriving team.

We would like to meet someone with experience working within a secretarial/administrative team either in General Practice or a Hospital setting but this is not essential. What's important is your ability to learn and motivation to provide an excellent service to our patients.

The office is based within Central Health Clinic, Mulberry Street in the city centre with a plan to move to new modern premises a short distance away in the near future.

We are committed to being a menopause friendly employer.

Additional hours maybe offered in the future.

If you would like to know more, please contact Kath Ashmore at [kathleen.ashmore@nhs.net](mailto:kathleen.ashmore@nhs.net). You are encouraged to apply as soon as possible, the vacancy may be closed early if a suitable number of applicants are received. Interviews are planned for Thursday 2 January 2025. **Closing date: 20 December 2024.**

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**Please forward any adverts for inclusion in the LMC vacancy bulletin to**  
[adminassistant@sheffieldlmc.org.uk](mailto:adminassistant@sheffieldlmc.org.uk)

**Submission deadlines can be found [here](#)**

**Contact details for Sheffield LMC Executive can be found [here](#)**  
**Contact details for Sheffield LMC Secretariat can be found [here](#)**