

Admin Assistant for the Nursing Team – Cove Bay and Kincorth
Medical Practice – 16 hours per week



Due to increasing demands on the practice team we are excited about creating a new post. The role will involve assisting the nursing team with administration duties and fulfilling additional tasks as required by the practice.

The successful applicant should have excellent time management, organisation skills and the ability to prioritise their own workload.

This role will not involve clinical tasks and you will not be assessing or treating patients.

The hours of work can be agreed mutually but will be carried out over the working week (Mon-Fri 8-6). This role can be done during school hours, if preferred.

A full job description can be provided on request.

More details about our practice are available on our website – www.covebayandkincorthmedical.co.uk

Informal enquiries and a practice visit are welcome. Contact Debbie Foreman, Lead Practice Nurse or Irene Weir, Deputy Lead Nurse, 0345 337 1170

Please apply in writing with a CV and covering letter to:-

Susan Gillan

Practice Manager

Cove Bay and Kincorth Medical Practice

gram.kincorthadministrator@nhs.scot

Closing date – 3rd November 2023