

Dispensary Delivery Driver

Closing date: 27th February 2026

We are seeking a reliable, friendly and conscientious driver to join Three Chequers Medical Practice. This is an important role supporting our clinical and administrative teams by ensuring the safe and timely transport of essential items between our sites and to patients in the community.

Hours: Part-Time (would consider Full-Time or a job share for the right candidate)

Location: Salisbury, Winterslow, Porton & surrounding villages

Pay: Based on experience

Key responsibilities:

- To facilitate the home delivery / remote site delivery of medication and responding to urgent requirements where necessary.
- To present a professional image of the Three Chequers Medical Practice to the patients and wider public.
- Plan efficient delivery routes, coordinate with the Practice dispensary team, safely handle medications including urgent deliveries.
- Collect and deliver paperwork, consumables, and other items on a daily basis to all the Three Chequers surgeries
- Adhere to safety protocols and ensure the safe and secure transit of medications, adhering to information governance and standard operating procedures.
- Maintain proper storage of cold chain medications during transit, return any undelivered medication and controlled drugs to the dispensary, in compliance with procedures

What we are looking for:

- A clean driving licence and confident driving skills
- Excellent time management and reliability
- Respect for confidentiality and data protection
- A friendly, professional manner when interacting with staff and patients
- Ability to work independently and follow clear procedures
- Comfort with using an electric vehicle (training provided if needed)

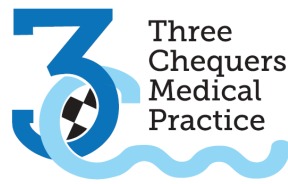
Why join us?

- Welcoming, supportive team with a strong sense of purpose
- Access to the NHS pension scheme and exclusive access our comprehensive Employee Assistance Programme (EAP)
- Detailed induction and training programme
- 5 weeks holiday a year plus bank holidays on a pro rata basis

How to apply:

Complete the application form that can be found on our website and return to the email address found on the application form or return by hand or post to any of our surgeries. For more information about these positions please visit our website www.3chequers.co.uk/staff-vacancies or collect an application form from the Practice.

We look forward to receiving your application.



Three Chequers Medical Practice was formed in 2017 as the result of a merger of three Salisbury GP Surgeries: Endless Street, St Anns Street & Three Swans Surgery.

Of our four sites, Endless Street and Three Swans are located within Salisbury. The villages of Porton and Winterslow host our branch sites and are on the outskirts of the city. Our Endless Street surgery is a listed building and therefore not suitable for renovation. However, the search for a suitable space to build a new central surgery is ongoing.

We provide a high level of care to our 24,000 patients from four sites within Salisbury and the surrounding area. We pride ourselves on being a friendly and supportive team with a reputation for excellence. We value enthusiasm as well as experience and welcome applications from both experienced applicants and passionate self-starters. The Practice team is made up of 7 Partners, and 9 salaried doctors supported by a comprehensive team of allied health professionals including a full complement of nursing, clerical and administrative staff. We are a training, teaching and active research practice which has received the only Outstanding CQC results in Salisbury.

Three Chequers is a paperless practice and we have established links to the local hospital for laboratory and radiology test results. A willingness and ability to get to grips with a new software system quickly, is essential.

The good name of the practice depends upon the achievement of a high standard of care in our work, and maintaining confidentiality and honesty in the conduct of that work. It is vital that at all times we ensure that we conduct our work in accordance with the highest standards. We are proud of our Practice and want people to join our team who are of the same philosophy.

Reception teams at all the sites are the face of the Practice and as such are required to present a professional and caring manner at all times. The Receptionists work on administrative tasks when required, but their usual role is to manage surgery sessions, make appointments appropriately, contact secondary care and manage prescription requests for patients. We also employ dedicated administration staff who provide the GPs with the secretarial and clerical support necessary to run an efficient modern practice.

Our dispensing team works at our Endless Street, Porton & Old Sarum and Winterslow sites. The Practice dispenses to approximately 5,300 patients living in Salisbury and the surrounding area. The dispensers provide acute and repeat medications to those patients who are eligible for dispensing services. They are a professional and well-trained group who provide invaluable services.

More information about the practices can be found at www.3chequers.co.uk

Job Description

Job Title:

Dispensary Delivery Driver

Reporting to:

Practice Manager

Job Holder's Objectives

To provide a safe and effective delivery service to both patients homes and to our remote drop off sites. The driver will also ensure the secure transport of documentation and consumables between sites. The responsibilities include planning daily routes, coordinating with the dispensary team, and safely handling medications, including urgent deliveries . The position requires maintaining a professional image, adhering to safety protocols, and ensuring strict confidentiality at all times . Accurate record-keeping and compliance with procedures for un-delivered items are essential to support patient care and operational efficiency.

Flexibility is required to provide adequate cover for the delivery service, including during annual leave and sickness.

Job Responsibilities:

- To facilitate the home delivery/ remote site delivery of medication and responding to urgent requirements where necessary.
- To present a professional image of The Three Chequers Medical Practice to the patients and wider public.
- To report any patient concerns to the Dispensary Lead/ Manager.
- Liaise with dispensary staff and other drivers to create an efficient delivery schedule.
- Collect and deliver paperwork, consumables, and other items daily to all of the Three Chequers surgeries

Medication Home Delivery:

- Ensure the safe and secure transit of medications, adhering to information governance and standard operating procedures.
- Maintain proper storage of cold chain medications in the provided refrigerator during transit.
- Present staff identification upon delivery to patients.
- Transport medications, confidential documents, and goods securely and out of view, following safety and health guidelines.
- Return undelivered medication and controlled drugs to the dispensary, in compliance with procedures.

General responsibilities for all staff:

The post holder is expected to;

- Adhere to practice policies and procedures and relevant legislation including the requirements of any professional bodies.
- Attend mandatory training as identified by the practice

Core Principles:

- To ensure confidentiality of information (written, oral and electronic) is preserved at all times whether at or away from work
- To follow practice procedures to ensure that Caldicott Guardian and Security requirements are met at all times
- To follow procedures to ensure compliance with current regulation such as the Data Protection Act 1998 and General Data Protection Regulation
- To follow all practice protocols concerned with the maintenance of ethical practice
- To support and participate in initiatives to ensure a safe and healthy environment for all practice users. This includes following procedures to ensure the control of potential hazards to health and safety
- To respect, support, contribute to and take personal responsibility for implementing commitment to Diversity and Equality of Opportunity
- To contribute to a culture of continuous improvement
- To perform duties to standards required by the practice in accordance with quality assurance

General:

This involves using all practice systems and SOPS.

- Ensuring confidentiality is maintained at all times
- Ensuring excellent customer care skills are used with all parties.
- Taking messages as appropriate and ensuring the message is passed on to the appropriate member of the practice or associated organisations whilst annotating and recording details such that they can be reviewed and retrieved at a later date if required

Upholding Quality:

- Alerting other team members to issues of quality and risk
- Assessing own performance and taking accountability for own actions, either directly or under supervision
- Contributing to the effectiveness of the team by reflecting on own and team activities and making suggestions on ways to improve and enhance the team's performance
- Working effectively with individuals in other agencies to meet patients' needs
- Effectively managing own time, workload and resources
- Adhering to Practice dress policy
- Being punctual at all times

Communicating:

This involves the importance of effective communication within the team and the job-holder should therefore strive to:

- Communicate effectively with other team members
- Communicate effectively with patients and carers
- Recognise people's needs for alternative methods of communication and respond accordingly

Health and safety:

- Assisting in promoting and maintaining their own and others' health and safety and security as defined in the Practice Health and Safety Policy
- Using personal security systems within the workplace to identify risks involved in work activities and to undertake such activities in a way that manages those risks
- Using appropriate infection control procedures, maintaining work areas in a tidy and safe way and keeping them free from hazards
- Reporting potential risks as identified

Confidentiality:

- In the course of seeking treatment, patients entrust us with or allow us to gather sensitive information in relation to their health and other matters. They do so in confidence and have the right to expect that staff will respect their privacy and confidentiality and act appropriately
- In the performance of duties outlined, the post-holder may have access to practice business information. This too must be regarded as strictly confidential.
- Any breaches of confidentiality will be treated as a disciplinary matter and may result in instant dismissal

Equality and diversity:

- The post-holder will support the equality, diversity and rights of patients, carers, colleagues and partners
- They will act in a way that recognises the importance of people's rights, interpreting them in a way that is consistent with Practice procedures, policies and current legislation.
- They will behave in a way that is welcoming to all individuals, which is non-judgmental and respects their circumstances, feelings, priorities and rights

Other:

- Carrying out other duties that are required within the role as it evolves within the development of the organisation
- All staff are expected to work in a flexible way, undertaking tasks which are not specifically covered by their individual description when the occasion arises
- These additional duties will usually cover unforeseen circumstances or changes in work, and they will normally be compatible with the post-holder's regular type of work
- If the additional responsibility or task becomes regular or frequent part of the staff member's job, it will be included in the job description in consultation with the member of staff

This Job Description is neither exhaustive nor exclusive and will be reviewed periodically in conjunction with the post holder. The post holder is required to carry out any duties that may reasonably be requested by the Partners or management team. Please sign and date this document to confirm its accuracy at the present time.

Job holder:.....

Date:.....

Job Specification

	Essential	Desirable
Qualifications		
General standard of education GCSE or equivalent - Including Mathematics and English		✓
Experience		
Experience working in a delivery driver role or similar		✓
A good geographical knowledge of the local area and road network		✓
Skills and knowledge		
Strong communication skills for effective interaction with patients and team members	✓	
Knowledge of data protection and understanding of confidentiality requirements		✓
The role requires significant manual handling across various surgeries, necessitating a high level of physical mobility and fitness		✓
Personal Qualities		
Polite and confident	✓	
Flexible and co-operative	✓	
High levels of attention to detail	✓	
Reliable	✓	
Work proactively and unsupervised	✓	
Ability to work accurately under pressure	✓	
Ability to prioritise workload	✓	
Other requirements		
Full, clean and current UK driving license	✓	

Disclosure and Barring Service Check

This post is subject to the Rehabilitation of Offenders Act (Exceptions Order) 1975 and as such it will be necessary for a submission for Disclosure to be made to the Disclosure and Barring Service (formerly known as CRB) to check for any previous criminal convictions.