

Practice Administrator

Closing date: 31st August 2026

We are seeking a professional, highly organised individual with excellent communication skills, an eye for detail and a genuine interest in developing a long-term career in General Practice. This is an exciting opportunity for someone who wants to learn how a modern GP surgery operates across multiple departments, gaining skills that will support future progression within primary care.

Hours: Full Time

Location: Salisbury City

Pay: Based on experience

This is a varied position designed for someone who enjoys learning, problem-solving and supporting both patients and colleagues. The post holder will be trained across several key administrative areas so that they can confidently assist different departments during busy periods, staff shortages and annual leave. The successful candidate will be responsible for a combination of patient-facing and behind-the-scenes administrative work.

Key responsibilities:

- Provide high-quality administrative support across multiple areas of the Practice, adapting to the needs of each department
- Assist with patient services tasks such as handling enquiries, coordinating patient information and supporting communication between patients, clinicians and external services
- Contribute to general practice administration, including supporting processes such as routine care, screening programmes and non-NHS administrative requests
- Help manage and maintain accurate patient records, ensuring information is updated promptly and handled confidentially
- Use clinical and administrative systems to input, update and organise patient information as required
- Participate in routine reporting, data tasks and other administrative duties that help the Practice meet its operational and clinical targets

What we are looking for:

- Excellent communication and organisation skills
- Confidence using IT systems and handling sensitive data
- Ability to work independently and as part of a team
- A compassionate and professional approach to patient care
- Commitment to ongoing learning and development
- Previous experience in a healthcare or administrative setting

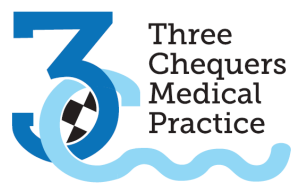
Why join us?

- Welcoming, supportive team with a strong sense of purpose
- Opportunities for career development and progression
- 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 8 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