**Prescriptions Administrator – Farnham Road Practice, Slough**

Farnham Road Medical Group is recruiting for an enthusiastic and committed Prescriptions Administrator who will be an asset in pursuing the aims of the Practice.

Your role will involve co-ordinating and preparing repeat prescriptions for our Patients, data entry onto patient records, EPS and Patient and Pharmacy liaison. The tasks and responsibilities to be undertaken including but not limited to all listed on the job description, dependent on current and evolving practice workload and staffing levels. The post holder will be contributing towards a ‘one team culture’ and promoting a patient centred ethos of “Putting Patients First”. You will be an effective communicator and problem solver, with a flexible approach and the ability to work well as a part of our team.

Farnham Road Practice is a large, progressive and innovative training Practice looking after nearly 38,000 patients with its main base on the northern edge of the diverse and vibrant Slough community, complemented by smaller sites based in eastern and southern Slough.

Our Primary Health Care Team continues to grow with GPs working alongside Practice Nurses, Health Care Assistants, Physician Associates, Clinical Pharmacists, Paramedics, MSK Practitioners and Care Co-ordinators, to provide an evolving healthcare and medical service to meet the varying needs of our patients and, in turn, provide what we believe is a sustainable model of modern General Practice.

We place an emphasis on "Putting Patients First" through teamwork, communication, continual development, incident recording, team problem sharing and solving, training and education.

**Role Information:**

Hours: Full- time 37.5 hours per week, Monday- Friday, 07:30- 20:00 on a rota basis

Salary: £10.00 to £10.80, dependant on experience

Location: All Farnham Road Practice sites

Closing date for post: Midday on 6 June 2022

**Please apply by sending through your CV to** **Jobs.FRMG@nhs.net**