

Vacancy Bulletin

JANUARY 2026

Sheffield
LMC



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SALARIED GP BEAUCHIEF MEDICAL PRACTICE

Salary: £10,000 per session
Sessions: 2-4 sessions per week
Start Date : As soon as able.

We are looking for a Salaried GP to join our supportive and friendly team. We are a modern, high achieving 2 site practice in Sheffield, with a list size of 6850 patients (and increasing) in the leafy suburbs in the Totley (S17) and Woodseats (S8) areas

- Workload includes 11 appointments morning and afternoon, with set time for personal and joint admin (tasks, documents, path links). The clinics consist of telephone and face to face appointments. Depending on discussions, the sessions may include covering triage/on call admin.
- We have very few visit requests as we are not part of nursing home DES and have set slots for routine visits.
- We also offer a range of enhanced services such as coils, implants, minor surgery and steroid injections.
- We have an interactive website with a online consultation form via accurx that patients are able to access 24/7. We use Systemone. We are proud to be one of few surgeries in Sheffield with a 4 star rating on Google.

We pride ourselves on delivering high quality clinical care to our patients provided by our clinical team which consists of 4 GPs, 1 Physician Associate, Nurse Practitioner, Practice Nurse, Health Care Assistants plus a pharmacy team that includes 2 Pharmacists, 1 Pharmacy technician and 1 Apprentice Pharmacy Technician all supported by our experienced Administration team.

All staff are expected to work across both of our sites. We have weekly clinical meetings and monthly full staff meetings with lunch provided.

We are looking for a like minded GP who wants to be part of our supportive team. If you're interested in this role, please contact Abbie Skidmore (Practice Manager) by emailing syicb-sheffield.beauchiefmc@nhs.net

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MATERNITY/SABBATICAL COVER GP VACANCIES PRIMARY CARE SHEFFIELD PRACTICES

From 2-7 sessions
Competitive salary + additional Medicaash policy

Primary Care Sheffield (PCS) is a GP-led organisation. Our shareholders are all the GP practices in Sheffield covering over half a million patients.

PCS manages 9 practices in Sheffield across 4 localities and 4 PCNs. We currently have vacancies arising across our sites due to maternity cover and sabbatical. The current vacancies are in our City, Buchanan, Highgate and Heeley practices. We also having

roving GP roles, where your day and time is set, but we move the site you work at until a role that suits you arises. They may be a good fit for someone who works elsewhere but just wants a few extra sessions. Or someone who would like to try working across a few sites to find the right fit.

Do you have drive, ambition and the commitment to fulfil the needs of our patients?

If yes, we would like to hear from you. In exchange we offer a competitive employment package, access to NHS pension, medicash policy and mentorship for career development and progression.

Please apply by CV to lynsey.hughes@nhs.net by 20th January

- Highgate- Friday
- Buchanan- Monday
- Heeley- Tuesday and Friday
- City -Tuesday
- Roving GP- Any session except Thursday AM (this can be mixed and matched with above vacancies)

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OUGHTIBRIDGE SURGERY PART TIME PRACTICE NURSE

A rare vacancy is being advertised at Oughtibridge Surgery for a part time Practice Nurse. The current postholder is retiring after 37 years at the surgery.

Hours: The vacancy is for 14 hours to be worked Monday 8.30am- 5.00pm, Thursday 8.30am-2.00pm.

Pay: Salary would be dependent upon experience.

The post comes with 6 weeks annual leave plus pro rata bank holidays and access to the NHS Pension scheme.

Oughtibridge Surgery is a really friendly surgery where all staff genuinely feel part of a close team. We are committed to providing high quality care for our 6000 patients, we have an experienced and motivated clinical team of GPs, pharmacists, Physios, nurses and HCAs who are supported by a fabulous reception/administrative team. We have a very low turnover of staff so this is a rare vacancy.

We are part of the Upper Don PCN and work closely with Valley Medical Centre and Deepcar Medical Centre practices.

Main duties of the job:

- Management of long-term conditions
- Childhood and routine immunisations
- Advising on and administering vaccinations
- Travel advice and vaccinations
- Cervical cytology screening
- Wound care management
- Contraception advice and reviews
- Health promotion and education
- Holistic care of patients
- Update SystemOne clinical system patient records
- Undertake home visits where appropriate

Applicants must be a registered nurse with experience of being a Practice Nurse.

The closing date is 14th January 2026.

Please apply via NHS Jobs or send your CV to the Practice Manager, Tracey Dunbar, by email to t.dunbar@nhs.net

Informal enquiries are welcomed please email the Practice Manager or phone on 0114 2299835 to discuss the role or to arrange a visit.

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PRACTICE MANAGER OUGHTIBRIDGE SURGERY

Contract: Full-time Salary: Competitive, dependent on experience

Closing Date: 13th January 2026 Interview date: 22nd January 2026

Oughtibridge Surgery is a small, friendly GP practice serving our local community. We pride ourselves on providing high-quality, patient-centred care and maintaining a supportive and collaborative working environment for our team. Our list size is just over 6000 patients and we are a dispensing practice. We are seeking an experienced and motivated Practice Manager to lead the day-to-day management of the practice and to support our continued development. We are looking for someone who is proactive,

organised, and confident in a leadership role. This is an exciting opportunity for someone who enjoys working in a small practice setting and wants to make a real impact.

The Practice Manager will have overall responsibility for the smooth and effective running of the practice. You will work closely with the GP partners and clinical team, providing leadership across operations, finance, HR, compliance, and patient services.

Key Responsibilities

- Overall management of the practice's daily operations
- Strategic planning and development in collaboration with GP partners
- Financial management, including budgeting, payroll oversight, income streams and the dispensary
- HR management, including recruitment, staff development, appraisals, and performance management
- Leading on compliance with CQC, NHS contractual requirements, and information governance
- Managing patient services, complaints, and patient engagement
- Supporting and mentoring the Assistant Practice Manager once recruited
- Liaising with external stakeholders such as the ICB, PCN, and other local service.

What We Offer

- The opportunity to play a key leadership role in a small, supportive GP practice
- The chance to shape the future structure of the management team
- A collaborative working environment with engaged GP partners
- Competitive salary and terms, dependent on experience

To apply, please submit your CV and a covering letter outlining your suitability for the role to the Practice Manager, Tracey Dunbar, by email to t.dunbar@nhs.net by midnight on the 13th January 2026. Informal enquiries are welcome, please email the Practice Manager or phone on 0114 2299835 to discuss the role or to arrange a visit.

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ASSISTANT PRACTICE MANAGER NORWOOD MEDICAL CENTRE

Hours: 30-37.5 per week (flexible within core hours: 8:00am – 6:30pm, Monday to Friday)

Salary: Dependent on experience and qualifications

About the Role:

Norwood Medical Centre is looking for an Assistant Practice Manager to join our large and busy team. Working closely with the Practice Manager, the Assistant Practice Manager will undertake responsibility for the day-to-day operational duties within the practice. The role will involve staff management of the administrative staff, along with embracing IT systems and implementing new ways of working and communicating with patients. The role is varied and requires significant management experience, excellent prioritisation and time management skills, a positive attitude towards working within the NHS and general practice and a willingness to adapt to changing demands within the NHS. The role will also include interacting with patients and carers in our community with professional courtesy, efficiency and care. We feel this really is an exciting opportunity to work closely with our practice team, if you feel the same and are ready to take on this challenge, please apply now.

For an informal chat or more information contact: Samantha Grundy, Practice Manager

Email: Sam.grundy@nhs.net

(Please note: Samantha is on annual leave until 19/01/2026 and will respond upon her return.)

Closing Date: 12:00pm on 01/02/2026

Apply online: <https://www.jobs.nhs.uk/candidate/jobadvert/A5192-25-0007>

Please forward any adverts for inclusion in the LMC vacancy bulletin to
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](#)

For vacancies across South Yorkshire please see the below links to the Barnsley and Doncaster LMC vacancies
Barnsley LMC www.barnsleylmc.co.uk/vacancies
Doncaster LMC www.doncasterlmc.co.uk/jobs