



Drs Edwards, Hayes, Cleary & Grant

12 May 2026

Dear Applicant

**Re: Dispensing Assistant Vacancy – Yorkley & Bream Surgery
23 Hours per Week Plus Cover**

Thank you for expressing an interest in this vacancy within our Dispensary. We are looking for a friendly, competent, qualified Dispensing Assistant to join our existing team. We seek someone who is flexible, adaptable and works effectively within the guidelines of a GP Surgery Dispensary. This post will suit someone who enjoys working with the public and is committed to providing an excellent, person-centred service. The wellbeing of our team is of utmost importance to us; this post will be attractive to an individual who values being part of a team working together to achieve the common goal of excellent patient care. Whilst we have two surgery premises, this post will be based at Yorkley Health Centre. There may be a need from time to time, to meet business needs, to work or visit our branch site at Bream Surgery. Cover for absent colleagues is essential (both emergency cover when necessary and for planned absences).

We are a four GP Partner Practice with a multi-disciplinary team looking after a local population of approximately 9000 patients and dispense directly to approximately 3000 patients. As a Training Practice we are committed to training all staff and have a regular allocation of trainee GPs. Whilst we seek a qualified Dispensing Assistant, we are committed to providing a full induction programme as well as mandatory and supplementary training.

We pride ourselves on the service we offer our patients and our excellent local reputation - all staff are integral to this. As a Dispensing Assistant and first point of contact for many of our patients, we seek an individual who will be professional in managing both telephone and face to face patient interaction in an effective, helpful and polite manner. There are additional administrative tasks associated with this role.

Hours of Work will be:

Option 1

Day	Hours	Location
Monday	8.30 am – 1.00 pm and 2.00 pm – 6.30 pm	Yorkley Health Centre
Tuesday	8.30 am – 1.30 pm	Yorkley Health Centre
Wednesday	Day Off	
Thursday	Day Off	
Friday	8.30 am – 1.00 pm and 2.00 pm – 6.30 pm	Yorkley Health Centre

Yorkley Health Centre, Bailey Hill, Yorkley, GL15 4RS, Tel: 01594 562 437

Bream Surgery, Beech Way, Bream, GL15 6NB, Tel: 01594 562 437

VAT registered 879060296

www.yorkleyhealthcentre.nhs.uk

yorkley.secretary@nhs.net

reception.yorkleyhealthcentre@nhs.net

Or:

Option 2

Day	Hours	Location
Monday	8.30 am – 1.30 pm	Yorkley Health Centre
Tuesday	8.30 am – 1.00 pm	Yorkley Health Centre
Wednesday	8.30 am – 1.00 pm	
Thursday	Day Off	
Friday	8.30 am – 1.00 pm and 2.00 pm – 6.30 pm	Yorkley Health Centre

If you are interested in applying, please complete the application form which is available from our website for download, paper copies are at Yorkley Health Centre Reception or directly on NHS Jobs. Please use additional pages if necessary and return to me marked confidential or submit directly through NHS Jobs. Please do not send a Curriculum Vitae as your application may not be considered. Please also send a covering letter (with your application but you will be unable to do this via NHS Jobs), telling us a little about yourself and which option (1 or 2) you would prefer to work. If you have any queries about the role, please contact me in the first instance by email gayle.sykes@nhs.net. Interviews are likely to be held over week commencing 01 and/or 08 June 2026, please mark on your application if you are not able to attend during those 2 weeks and why. Salary will be £13.12 per hour following recent pay review and uplift. Job offer will be conditional upon successful completion of 6-month probationary period, receipt of satisfactory references and DBS check.

Please note that if you are a registered patient at Yorkley and Bream Surgery and are successfully appointed, you will be asked to register at another Surgery within 1 month of joining.

The closing date for this vacancy is midnight on 25 May 2026; we look forward to receiving your application.

With best wishes.

Yours sincerely



Gayle Sykes
Practice Manager

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