



Drs Edwards, Hayes, Cleary & Grant

23 June 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 individual to join our existing team. We seek someone who is flexible, adaptable and who can work within a regulated environment, following NHS dispensing processes. This post will suit someone who is willing to learn, can take instruction, 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 9100 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. We are committed to providing a full induction programme as well as mandatory training. Full training in the Dispensary will be given and the successful candidate will be supported to undertake the NVQ 2 Dispensing Assistant course to qualify. Private study will also be required (additional 2 hours per week paid for the duration of the NVQ course).

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 interactions in an effective, helpful and polite manner. There are additional administrative tasks associated with this role.

**Hours of Work will be:**

| Day       | Hours                                      | Location              |
|-----------|--------------------------------------------|-----------------------|
| Monday    | 8.30 am – 1.00 pm and<br>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<br>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](http://www.yorkleyhealthcentre.nhs.uk)

[yorkley.secretary@nhs.net](mailto:yorkley.secretary@nhs.net)

[reception.yorkleyhealthcentre@nhs.net](mailto:reception.yorkleyhealthcentre@nhs.net)



Drs Edwards, Hayes, Cleary & Grant

If you are interested in applying, please complete the application form available from our website for download, in the recruitment pack from 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. If you have any queries about the role, please contact me in the first instance by email [gayle.sykes@nhs.net](mailto:gayle.sykes@nhs.net). Salary will be £12.71, increased via annual pay increase and once qualified. A 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 Friday 03 July 2026, we look forward to receiving your application.

With best wishes.

Yours sincerely

**Gayle Sykes**  
**Practice Manager**

**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](http://www.yorkleyhealthcentre.nhs.uk)

[yorkley.secretary@nhs.net](mailto:yorkley.secretary@nhs.net)

[reception.yorkleyhealthcentre@nhs.net](mailto:reception.yorkleyhealthcentre@nhs.net)