

General Practice Assistant (GPA)

Glebe Road Surgery

1 Glebe Road

Barnes

SW13 0DR

The closing date is 21 October 2026

About us

We are a friendly, supportive training practice in the heart of Barnes. The practice is lead by 4 partners, supporting by management team, salaried GP, nurses and a fabulous admin/ reception team.

Job summary

Glebe Road Surgery is looking for an experienced General Practice Assistant to join our friendly team. You will work alongside two other GPAs and a large team of GPs, other clinical and admin team.

Main duties of the job

Sorting all clinical correspondence and prioritising for the GP in terms of actions.
Signposting some correspondence to others such as clinical pharmacist.

Extracting all information from clinical letters requiring coding and adding to patient notes.

Arranging appointments, referrals, tests and follow up appointments of patients as directed by GPs.

Preparing patients prior to going in to see the GP, taking a brief history and basic readings in readiness for the GP appointment.

Dipping urine, taking blood pressure, ECGs & phlebotomy;

Completing basic (non-opinion) forms and core elements of some forms for GP approval and sign such as insurance forms, mortgage, benefits agency forms;

Explaining treatment procedures to patients.

Helping GPs to liaise with outside agencies e.g. getting an on call doctor on the phone to ask advice or arrange admission while the GP can continue with consultation(s).

Support nursing team with immunisations/wound care.

You will join our team our established GPA who will provide all the support and guidance you need

The GPA will be responsible for undertaking a wide range of duties both Clinical and Clerical and will be a General Practice Assistant

Person Specification

Experience

Essential

- - Experience working as a Healthcare Assistant or GPA in primary care
- - Already hold or working towards a GPA qualification.
- - Flexible, friendly and an excellent team player

Disclosure and Barring Service Check

This post is subject to the Rehabilitation of Offenders Act (Exceptions Order) 1975 and as such it will be necessary for a submission for Disclosure to be made to the Disclosure and Barring Service (formerly known as CRB) to check for any previous criminal convictions.

For questions about the job, contact:

Practice Manager gleberoad.surgery@nhs.net

Date posted 21 September 2026

Salary: Depending on experience

Contract: Permanent

Working pattern: Full-time