

Health Care Assistant – Job Vacancy

Hours: 3–4 sessions (12-16 hrs) per week

Contract: Part-time, permanent.

Meadowbridge Surgery is looking for an enthusiastic, caring and motivated Health Care Assistant (HCA) to join our friendly practice team.

We are seeking someone who is committed to providing a high standard of patient-centred care and who can work effectively as part of a multidisciplinary team.

The successful applicant will support the practice with:

- Phlebotomy/blood taking
- Recording blood pressure, pulse, weight and other clinical observations
- ECGs
- Maintaining accurate and confidential patient records
- Infection prevention and control
- Health checks and chronic disease monitoring
- New patient health checks
- Supporting clinicians with patient care
- Other duties appropriate to the HCA role and practice requirements

Essential Criteria

Demonstrate good communication and interpersonal skills

Be able to work effectively both independently and as part of a team

Have a caring, professional and respectful approach to patients

Demonstrate good organisational skills and attention to detail

Understand the importance of confidentiality and information governance

Be committed to infection prevention and control

Be flexible and willing to support the wider practice team

Desirable Criteria

Have experience working in a healthcare environment

Have relevant Health Care Assistant/clinical experience

Have experience in phlebotomy/blood taking

Experience working within a GP practice/primary care setting

Experience with ECGs

Experience using EMIS Web or similar IT database systems

Relevant HCA/clinical qualifications

Knowledge of NHS/primary care procedures

Additional relevant training, such as simple wound care

What we offer

A friendly and supportive practice environment

The opportunity to work as part of an established multidisciplinary team

3–4 sessions per week

Ongoing opportunities to develop clinical skills and experience

If you are enthusiastic, compassionate and committed to delivering excellent patient care, we would be delighted to hear from you.

To apply: Please submit your CV and covering letter to Mrs Diane Lavery, Practice Manager at Meadowbridge Surgery, 20 Slaughterford Road, Whitehead, BT38 9TG.

Closing date: 30th September 2026

Interviews: Wed 14 October 2026

Meadowbridge Surgery is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. Appropriate pre-employment checks will be undertaken such as AccessNI check.