**Pharmacy Dispenser**

**Kingskerswell & Ipplepen Medical Practice – Newton Abbot TQ12 5QA**

**Job description**

Kingskerswell and Ipplepen Health Centre is a busy dispensing GP Practice. We are looking for a qualified dispenser. We pride ourselves on an excellent standard of care to our patients. Our Dispensary team, based at our Ipplepen Surgery, are vital in helping us achieve this and to enhance our team we are looking for an NVQ level 2 qualified Dispenser.

You will be approachable, a strong team player, enthusiastic and committed to providing high quality services to the Practice patients. The role is enjoyable and rewarding but fast-paced and varied and will suit candidates who are well organised, proactive and work well under pressure.

This is a wonderful opportunity to join a friendly, hardworking and high achieving GP practice healthcare team. (See website kingskerswellandipplepenmedicalpractice.nhs.net)

**General Responsibilities**

* To be responsible for dispensing and checking all medicines, safely and accurately and in line with dispensary procedures.
* Checking dosettes dispensed by other members of the team to help ensure 100% accuracy
* Maintaining stock levels and ordering stock for the dispensary. Checking goods received on twice daily deliveries against invoices, unpacking and shelving goods. Ordering dispensary supplies
* Receiving and storing supplies in accordance with current policy.
* Ensuring controlled drugs are dispensed in accordance with practice policy
* Safe disposal of returned and/or out of date medicines
* Ensuring all repeat prescriptions are processed in a timely manner and in accordance with SOP.
* Always maintaining a clean and safe working environment
* Maintain accurate records at all times, read coding entries appropriately
* Prescription collection: dealing with patients who call to collect their medicines. Checking patient exemption, taking appropriate prescription fees and accounting for these using the till. Balancing the till every day.
* Monthly accounting for prescriptions and sending them to the NHS Prescription Pricing Authority
* Assisting / undertaking an annual stock check and valuation.
* Supporting the practice reception and other admin support team roles when necessary.

**Benefits**

* 5 weeks holiday plus Bank Holidays (on a pro rata basis) and rising with length of service
* Contributory pension scheme with matched contributions of up to 20.6%
* Learning & Development opportunities
* Free on-site parking
* Blue light discount available
* Christmas party
* Summer party / barbeque
* Staff wellbeing programme
* Sick Pay

**To apply for the position please send your CV and a covering personal letter,** to [corinne.faulkner1@nhs.net](mailto:corinne.faulkner1@nhs.net) or for more information please telephone the Admin Manager Corinne Faulkner on 01803 874450

**Closing Date – Friday 24th October 2025**

**Interviews will be week beginning 27th October 2025**

**Privacy Notice**

During this recruitment process, The Practice will be collecting your data and processing it in accordance with relevant Date Protection Legislation. Please see our website kingskerswellandipplepenmedicalpractice.nhs.net

Job Type: Permanent, Part-time

Pay: From £24,600 per annum pro rata

**Schedule:**

* Part-time, Permanent, Fixed term contract

Education:

* GCSE or equivalent (required)

Experience:

* Pharmacy: 1 year (required)

Work Location: Ipplepen Health Centre

Application deadline: 24/10/2025