

## **Apprentice Administrator**

### **Positions: x 1**

**Wage:** Aged 16 - 17 = £9,379.50 Aged 18 – 20 = £13,318.50 Aged 21 – 22 = £17,901.00 Aged 23 and over = £18,525.00

**Working week:** Monday - Friday 9am - 5pm (37.5 hours a week)

**Apprenticeship duration:** 15 Months

**Apprenticeship level:** Level 3

**Location:** Westminster

**Start date:** 27<sup>th</sup> June 2022

Closing date: 6th May 2022

Link to apply: <https://www.hawktraining.com/vacancies/guys-st-thomas-nhs-foundation-trust-westminster-apprentice-administrator?hsLang=en>

This is a fantastic opportunity to learn about the NHS and to work with a high-performing team. It's perfect for someone interested in the areas of staff communications, learning and development, health and wellbeing, and staff experience. This programme will include 1-1 training, shadowing and training sessions on various NHS systems and processes / procedures.

You will have the ability to work independently whilst being fully supported in your operational duties by the team.

Additional specific responsibilities and requirements depending on specialty will be confirmed during the appointment and induction processes. The duties and responsibilities listed below are representative of the role and its purpose within the service; they are not exhaustive and the post holder may be required to undertake additional or alternative administrative or managerial duties and responsibilities commensurate with the level of the post.

The post holder will have regular contact with a wide range of voluntary and community organisations, clinical and managerial staff across the health system, directorates and staff at many levels and occasionally with patients, relatives and external agencies.

### **Duties and Responsibilities**

- Providing full administrative support to project managers
- Completing requisitions for goods and supporting Project Managers with budget positions for projects (and the Alliance)
- Collecting, researching and coordinating information for project managers
- Diary co-ordination of Alliance management team
- Preparing meeting agendas for meetings including Board project team meetings
- Taking accurate minutes for distribution to attendees
- Preparing project documents for managers and updating project plans
- Updating project risks and issues
- Supporting project communication plans to ensure projects are communicated out to the organisation
- Supporting induction process for new starters within the Alliance
- To organise and arrange events and workshops
- Regularly updating communications on the Alliance website
- Attend relevant training courses for personal development
- Support (and shadow) in the project management of small initiatives

## **Apprenticeship Programme Business Administration Apprenticeship**

Level: 3

Duration: 15 months

Course Type: Apprenticeship Standard

Apprenticeship Delivery: Work based qualification. A tutor will visit you every 4-6 weeks in your work place.

Units Covered:

The Apprenticeship programme is made up of different units. Apprentices will be assessed on their knowledge, skills and behaviours throughout the apprenticeship and tracked online using an e-portfolio.

These are grouped into 3 themes which complement each other and are as follows:

- Core Business & Administration
- Managing Self & Personal Skills
- Using Resources & Achieving Results.

### **Skills Required:**

- Customer Service
- Team Player
- Reliable and committed
- Good attention to detail

**Qualifications Required:** GCSE's A-C in math and English or equivalent (must hold evidence of having achieved these)

### **Personal Qualities:**

- Excellent communication skills
- Ability to plan, prioritise and schedule work using own initiative to meet deadlines and organise work accordingly
- Ability to multitask e.g. using different systems, dealing with the public and data entry
- IT skills - experience of using Microsoft Word, Excel and Outlook proficiently
- Competent and accurate data entry and ability to file accurately,
- Ability to develop good working relationships with colleagues at all levels
- Understanding of confidentiality and its application and maintenance in and out of the workplace

Please do share within your network.

Thank you and have a great day!

**Natalie Henderson**

**ET&D Apprenticeship Advisor - Workforce Development**

Education, Training & Development

Guy's & St. Thomas' NHS Foundation Trust

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Learn more about apprenticeships - <http://gti/services/traindevt/apprenticeships/apprenticeships.aspx>



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