

How to apply

If you are interested in applying for the Apprentice Business Administrator, visit the NHS job website www.healthjobs.uk or www.jobs.nhs.uk and search for Apprentice Business Administrator in Sheffield Teaching Hospital.

Dates

The dates for the next Apprentice Business Administrator will be:

Advert goes out: w/c 6 July 2020

Closing date for advert: 23 July 2020

Interviews for successful applicants will be held on: 4 September 2020

Information Session and Human Resource documentation: 22 September 2020

The start date for the apprenticeship will be : Monday 2 November 2020

For more information please contact:

Business Apprenticeship Course Lead:

Glenis Smith - glenis.smith@nhs.net

Or on apprenticeships@nhs.net

Apprentice Business Administrator



Want to be earning £18, 005 per annum after one year?

Role of an Apprentice Business Administrator

As an Apprentice Business Administrator, you will be working within one of the hospital clinics or departments within Sheffield Teaching Hospital NHS Foundation Trust and will be supported by a workplace manager/supervisor.

The tasks will vary from one department to another but generally you will be expected to carry out the following:

- Word processing
- Use of the telephone
- Reception work
- Dealing with customers
- Preparing documentation
- Filing
- Using databases
- Diary management
- General administrative duties
- Providing support to teams

If you have excellent organisational skills and love working with people, this apprenticeship would be for you.

Entry requirements

- GCSEs at grades D/Level 3 or above or equivalent which must include Mathematics and English
- Some computer literacy including word, e-mail and the use of the internet
- To gain employment within the Trust you need to be aged 16 years or over on the start of the programme
- Complete DBS and occupational health clearance

What does the apprenticeship consist of?

- Customer Service Practitioner Level 2
- Functional Skills, Maths and English
- Full time in the work place with some taught sessions provided by Sheffield College
- An apprentice allowance will be given to all learners comprising of approximately £8,114.72 per annum (subject to change)

What can I expect?

You will be employed by Sheffield Teaching Hospital NHS Foundation Trust on a Training Contract for one year and four weeks. You will have a work base for on-the-job training in Sheffield Teaching Hospital or the Community and you will attend college on a day release basis as part of the apprenticeship.

Sheffield Teaching Hospital NHS Foundation Trust is the second largest employer in Sheffield. All apprentices on **successful** completion of the programme are guaranteed an **interview** for a clerical post.

