

Administrative management

Our administrative managers are important cogs in the NHS team who allow our frontline staff to concentrate on our patients and the public.

Working life

Our administration managers are involved in the planning, co-ordination and direction of 'business' in the NHS.



Roles in administrative management

There are a variety of administrative roles in NHS management such as:

Apprenticeships logo

- [Administration manager](#)
- [General office manager](#)
- [Office manager](#)

Administration manager

You could:

- responsible for providing a high quality senior personal assistant (PA) service to the chief executive and chair of the organisation
- helping the trust board secretary in supporting the board and executive committee structure
- leading and co-ordinating the work of director-level PAs to ensure that office functions were managed effectively.

General office manager

Anyone involved in the planning, co-ordinating, directing, or controlling aspects of a business can be considered an administrative manager

You could:

- provide managerial and administrative support at a NHS organisation by managing the day to day function of the administrative and non-clinical services
- act as a point of contact for external organisations and individuals
- be responsible for the recruitment and selection, supervision, appraisal and training of junior administration staff.

Office manager

In a large hospital NHS trust, you could:

- provide administration/secretarial support service to support a wide range of external quality assessment activities and initiatives
- deal with enquiries
- attend meetings to take formal and accurate minutes, ensuring these are checked, agreed and distributed
- be responsible for the processing of expenses claims including photocopying documentation and follow up of payments.

Want to learn more?

- [Find out more about the entry requirements, skills and interests required to enter a career in administrative management](#) ^[1]
- [Find out more about the training you'll receive for a career in administrative management](#) ^[2]

• Pay and conditions

Most jobs in the NHS are covered by the [Agenda for Change \(AfC\) pay scales](#) ^[3]. This pay system covers all staff except doctors, dentists and the most senior managers.

Your career in NHS administrative management would typically start at [Agenda for Change](#) ^[4] Band 5, with opportunities to progress to posts at bands 6 or 7.

Staff in the NHS will usually work a standard 37.5 hours per week. They may work a shift pattern.

Terms and conditions of service can vary for employers outside the NHS.

- **Where the role can lead**

With further training or experience or both, you may be able to develop your career further and apply for more senior managerial roles.

Progression for those with ability is typically via operational management in a large hospital.

Relocation for promotion is common.

More diverse routes are now opening up, for example, jointly-funded posts between health and social services.

Management qualifications, such as an MBA (Master of Business of Administration) or DMS (Diploma in Management Studies) may be an advantage for some senior posts.

- **Job market and vacancies**

When you're looking for administrative managerial jobs or apprenticeship vacancies, there are a number of sources you can use, but most vacancies can be found on the [NHS Jobs website](#) [5].

Just some of the current vacancies are below.

Find a vacancy

Enter your location or postcode

Show results within

Search

- **Administration Manager**

Grimsby, DN31 2BH

Salary:

£27000.00 to £27000.00

Type:

Permanent

Employer:

HCRG Care Group

[Apply now on NHS Jobs for Administration Manager job \(opens in a new window\)](#)

[6]

- **Administration Manager**

Walsall, WS4 1HB

Salary:

Negotiable

Type:

Permanent

Employer:

Rushall Medical Centre

[Apply now on NHS Jobs for Administration Manager job \(opens in a new window\)](#)

[7]

- **Materials Management Officer**

Chichester, PO19 6SE

Salary:

£24625.00 to £25674.00

Type:

Permanent

Employer:

University Hospitals Sussex NHS Foundation Trust (279)

[Apply now on NHS Jobs for Materials Management Officer job \(opens in a new window\)](#) [8]

- **Programme Manager - Digital Programme Management Office**

Nottingham Road, NG5 1PB

Salary:

£53755.00 to £60504.00

Type:

Permanent

Employer:

Nottingham University Hospitals NHS Trusts

[Apply now on NHS Jobs for Programme Manager - Digital Programme Management Office job \(opens in a new window\)](#) [9]

- **Deputy Administration Manager**

Ashford, TN240LZ

Salary:

£26250.00

Type:

Permanent

Employer:

InHealth Group

[Apply now on NHS Jobs for Deputy Administration Manager job \(opens in a new window\)](#) ^[10]

- **Programme Management Office Director**

Nationally, SE1 8UG

Salary:

£100000.00

Type:

Permanent

Employer:

NHS England

[Apply now on NHS Jobs for Programme Management Office Director job \(opens in a new window\)](#) ^[11]

- **Failsafe and Administration Manager**

Rugby, CV22 5PX

Salary:

£29970.00 to £36483.00

Type:

Fixed-Term

Employer:

University Hospitals Coventry and Warwickshire NHS Trust

[Apply now on NHS Jobs for Failsafe and Administration Manager job \(opens in a new window\)](#) ^[12]

- **Administration services manager**

Gillingham, ME8 0NJ

Salary:

£29970.00 to £36483.00

Type:

Permanent

Employer:

Medway Community Healthcare

[Apply now on NHS Jobs for Administration services manager job \(opens in a new window\)](#) ^[13]

- **Referral Management Administrator**

Park Royal, NW10 7NS

Salary:

£28720.00

Type:

Permanent

Employer:

London North West University Healthcare NHS Trust

[Apply now on NHS Jobs for Referral Management Administrator job \(opens in a new window\)](#) ^[14]

- **NHS Talking Therapies Administration Manager**

Derby / Remote, DE1 1BS

Salary:

£34783.00 to £34783.00

Type:

Permanent

Employer:

Vita Health Group

[Apply now on NHS Jobs for NHS Talking Therapies Administration Manager job \(opens in a new window\)](#) ^[15]

- **Medicines Management Support Administrator**

Newcastle upon Tyne, NE1 8DQ

Salary:

Negotiable

Type:

Permanent

Employer:

Saville Medical Group

[Apply now on NHS Jobs for Medicines Management Support Administrator job \(opens in a new window\)](#) ^[16]

- **Office Manager - Belmont, Bowburn and Sherburn Medical Practice**

Durham, DH1 2QW

Durham, DH6 1JE

Salary:

£13.79

Type:

Permanent

Employer:

Intrahealth Ltd

[Apply now on NHS Jobs for Office Manager - Belmont, Bowburn and Sherburn Medical Practice job \(opens in a new window\)](#) ^[17]

- **Salaried Dental Services Administration Support Manager**

Merthyr Tydfil, CF48 1BZ

Salary:

£30420.00 to £37030.00

Type:

Fixed-Term

Employer:

Cwm Taf Morgannwg University Health Board

[Apply now on NHS Jobs for Salaried Dental Services Administration Support Manager job \(opens in a new window\)](#) ^[18]

- **Administration Officer**

Newcastle upon Tyne, NE1 4LP

Salary:

£24937.00 to £26598.00

Type:

Permanent

Employer:

Cumbria, Northumberland, Tyne and wear (CNTW) NHS Foundation Trust

[Apply now on NHS Jobs for Administration Officer job \(opens in a new window\)](#) ^[19]

- **Administrative Officer**

Wallasey, CH44 5UF

Salary:

£24169.00

Type:

Fixed-Term

Employer:

Wirral Community Health and Care NHS Foundation Trust

[Apply now on NHS Jobs for Administrative Officer job \(opens in a new window\)](#) ^[20]

- **Administration Officer**

Gateshead, NE10 8DX

Salary:

£24625.00 to £25674.00

Type:

Fixed-Term

Employer:

Cumbria, Northumberland, Tyne and wear (CNTW) NHS Foundation Trust

[Apply now on NHS Jobs for Administration Officer job \(opens in a new window\)](#) ^[21]

- **Administration Officer / Safeguarding Admin Officer**

Northallerton, DL7 8AD

Salary:

£24625.00 to £25674.00

Type:

Fixed-Term

Employer:

Harrogate and District NHS Foundation Trust

[Apply now on NHS Jobs for Administration Officer / Safeguarding Admin Officer job \(opens in a new window\)](#) ^[22]

- **Administration & Engagement Officer**

Oxford, OX42NB

Salary:

£23809.50

Type:

Permanent

Employer:

InHealth Group

[Apply now on NHS Jobs for Administration & Engagement Officer job \(opens in a new window\)](#) ^[23]

- **Administrative Officer (XN03)**

Leeds, LS9 7TF

Leeds, LS1 3EX

Salary:

£24937.00 to £26598.00

Type:

Permanent

Employer:

Leeds Teaching Hospitals

[Apply now on NHS Jobs for Administrative Officer \(XN03\) job \(opens in a new window\)](#) ^[24]

- **Patient Administration Officer**

York, YO31 8HE

Salary:

£24465.00

Type:

Permanent

Employer:

York and Scarborough Teaching Hospitals NHS Foundation Trust
[Apply now on NHS Jobs for Patient Administration Officer job \(opens in a new window\)](#) ^[25]

- **Administrator Support Officer**

Robert Robinson Ave, Littlemore, OX4 4GP

Salary:

£20000.00

Type:

Permanent

Employer:

Solutions 4 Health Limited

[Apply now on NHS Jobs for Administrator Support Officer job \(opens in a new window\)](#) ^[26]

- **Administration & Engagement Officer**

Norwich, NR3 2EU

Salary:

£23809.50

Type:

Permanent

Employer:

InHealth Group

[Apply now on NHS Jobs for Administration & Engagement Officer job \(opens in a new window\)](#) ^[27]

- **School Office Administrator - Thirsk**

Thirsk, YO7 3BX

Salary:

£12.50

Type:

Bank

Employer:

Vaccination UK

[Apply now on NHS Jobs for School Office Administrator - Thirsk job \(opens in a new window\)](#) ^[28]

- **Service Administrator/Validation Officer**

Darlington, DL3 6HX

Salary:

£26530.00 to £29114.00

Type:

Fixed-Term

Employer:

County Durham & Darlington NHS Foundation Trust

[Apply now on NHS Jobs for Service Administrator/Validation Officer job \(opens in a new window\)](#) ^[29]

- **School Office Administrator - Scarborough**

Scarborough, YO11 3YJ

Salary:

£12.50

Type:

Bank

Employer:

Vaccination UK

[Apply now on NHS Jobs for School Office Administrator - Scarborough job \(opens in a new window\)](#) ^[30]

- **Stop Smoking Administrative Officer**

Doncaster, DN1 1ES

Salary:

£24071.00 to £25674.00

Type:

Permanent

Employer:

South West Yorkshire Partnership NHS Trust

[Apply now on NHS Jobs for Stop Smoking Administrative Officer job \(opens in a new window\)](#) ^[31]

- **Pharmacy Administrative Support Officer**

Sheffield, S10 2TH

Salary:

£24937.00 to £26598.00

Type:

Permanent

Employer:

Sheffield Children's NHS Foundation Trust

[Apply now on NHS Jobs for Pharmacy Administrative Support Officer job \(opens in a new window\)](#) ^[32]

- **Operations Manager (Registered Manager) Childrens Homes**

Chieveley, RG18 9NU

Salary:

£60000.00 to £75000.00

Type:

Permanent

Employer:

Prior's Court Foundation

[Apply now on NHS Jobs for Operations Manager \(Registered Manager\) Childrens Homes job \(opens in a new window\)](#) ^[33]

- **Fire Safey Manager (Senior Operating Manager)**

Shrewsbury, SY3 8XQ

Salary:

£53755.00 to £60504.00

Type:

Permanent

Employer:

The Shrewsbury and Telford Hospital NHS Trust

[Apply now on NHS Jobs for Fire Safey Manager \(Senior Operating Manager\) job \(opens in a new window\)](#) ^[34]

- **Physiotherapy Administrative and Clerical Officer**

Newport NP20 2UB / Newport NP20 4SZ, NP20 2UB

Salary:

£24433.00 to £26060.00

Type:

Permanent

Employer:

Aneurin Bevan University Health Board

[Apply now on NHS Jobs for Physiotherapy Administrative and Clerical Officer job \(opens in a new window\)](#) ^[35]

- **Administrative Officer for Community Nursing**

Birkenhead, CH42 0LQ

Salary:

£24169.00

Type:

Fixed-Term

Employer:

Wirral Community Health and Care NHS Foundation Trust

[Apply now on NHS Jobs for Administrative Officer for Community Nursing job \(opens in a new window\)](#) ^[36]

- **Critical Care Office Administrator/ ICNARC**

Nuneaton, CV10 7DJ

Salary:

£24625.00 to £25674.00

Type:

Permanent

Employer:

George Eliot Hospital NHS Trust

[Apply now on NHS Jobs for Critical Care Office Administrator/ ICNARC job \(opens in a new window\)](#) ^[37]

- **Administrative Officer - Clinical Letter Coding**

Birmingham, B30 3AS

Birmingham, B44 9ER

Salary:

£23809.50

Type:

Permanent

Employer:

Our Health Partnership

[Apply now on NHS Jobs for Administrative Officer - Clinical Letter Coding job \(opens in a new window\)](#) ^[38]

- **Ward Manager**

Rotherham, S26 4TH

Salary:

£46148.00 to £52809.00

Type:

Permanent

Employer:

Rotherham Doncaster and South Humber NHSFT

[Apply now on NHS Jobs for Ward Manager job \(opens in a new window\)](#) ^[39]

- **Estates Manager**

York, YO24 1GL

Salary:

£46416.00 to £53114.00

Type:

Fixed-Term

Employer:

St Leonard's Hospice

[Apply now on NHS Jobs for Estates Manager job \(opens in a new window\)](#) ^[40]

- **Theatre Manager**

Dudley, DY1 2HQ

Salary:

£53755.00 to £60504.00

Type:

Permanent

Employer:

The Dudley Group NHS Foundation Trust

[Apply now on NHS Jobs for Theatre Manager job \(opens in a new window\)](#) ^[41]

- **Team Manager**

York/Northallerton/Scarborough/Harrogate, YO30 4XT

Salary:

£46148.00 to £52809.00

Type:

Permanent

Employer:

Tees Esk and Wear Valleys NHS Foundation Trust

[Apply now on NHS Jobs for Team Manager job \(opens in a new window\)](#) ^[42]

- **Project Manager**

Cwmbran, NP44 3HR

Salary:

£37898.00 to £45637.00

Type:

Fixed-Term

Employer:

Aneurin Bevan University Health Board

[Apply now on NHS Jobs for Project Manager job \(opens in a new window\)](#) ^[43]

- **Home Manager**

Mollington, CH1 6NP

Salary:

£40000.00 to £80000.00

Type:

Permanent

Employer:

Barchester Healthcare

[Apply now on NHS Jobs for Home Manager job \(opens in a new window\)](#) ^[44]

- **Test Manager**

Filton, Bristol, BS34 7QH
Colindale, NW9 5BG
Tooting, SW17 0RB
Edgbaston, B15 2SG
Manchester, M13 9LL
Dodworth, Barnsley, S75 3FG

Salary:

£55690.00 to £62682.00

Type:

Fixed-Term

Employer:

NHS Blood and Transplant

[Apply now on NHS Jobs for Test Manager job \(opens in a new window\)](#) ^[45]

- **Clinical Manager**

Bristol, BS1 2AG

Salary:

£45500.00

Type:

Permanent

Employer:

Brook

[Apply now on NHS Jobs for Clinical Manager job \(opens in a new window\)](#) ^[46]

- **Practice Manager**

Coventry, CV6 6DR

Salary:

Negotiable

Type:

Permanent

Employer:

Windmill Surgery

[Apply now on NHS Jobs for Practice Manager job \(opens in a new window\)](#) ^[47]

- **Home Manager**

Arbroath, DD11 1RA

Salary:

£57000.00

Type:

Permanent

Employer:

HC-One

[Apply now on NHS Jobs for Home Manager job \(opens in a new window\)](#) ^[48]

- **Finance Manager**

Southampton, SO40 2RZ

Southampton, SO19 8BR

Newport, PO30 5TG

Salary:

£47810.00 to £54710.00

Type:

Permanent

Employer:

Hampshire and Isle of Wight Healthcare NHS Foundation Trust

[Apply now on NHS Jobs for Finance Manager job \(opens in a new window\)](#) ^[49]

- **Theatre Manager**

Cardiff, CF14 4XW

Salary:

£54550.00 to £61412.00

Type:

Permanent

Employer:

Cardiff and Vale University Health Board

[Apply now on NHS Jobs for Theatre Manager job \(opens in a new window\)](#) ^[50]

- **Practice Manager**

Cheltenham, GL52 6HS

Salary:

£40000.00 to £55000.00

Type:

Permanent

Employer:

Sixways

[Apply now on NHS Jobs for Practice Manager job \(opens in a new window\)](#) ^[51]

- **PCN Manager**

Ongar, CM5 0AL

Salary:

£50000.00

Type:

Permanent

Employer:

Ongar Health Centre

[Apply now on NHS Jobs for PCN Manager job \(opens in a new window\)](#) ^[52]

- **Ward Manager**

Preston, PR3 2JH

Salary:

£46148.00 to £52809.00

Type:

Permanent

Employer:

Lancashire & South Cumbria NHS Foundation Trust

[Apply now on NHS Jobs for Ward Manager job \(opens in a new window\)](#) ^[53]

- **PCN Manager**

Leeds, LS12 5SG

Leeds, LS12 5SG

Leeds, LS13 4JH

Salary:

Negotiable

Type:

Permanent

Employer:

BWM PCN Limited

[Apply now on NHS Jobs for PCN Manager job \(opens in a new window\)](#) ^[54]

- **Pharmacy Manager**

Redruth, TR15 2AF

Salary:

Negotiable

Type:

Permanent

Employer:

Superdrug

[Apply now on NHS Jobs for Pharmacy Manager job \(opens in a new window\)](#) ^[55]

- **Deputy Manager**

Littleover, DE23 4BU

Salary:

£16.00

Type:

Permanent

Employer:

Avery Healthcare Group Ltd.

[Apply now on NHS Jobs for Deputy Manager job \(opens in a new window\)](#) ^[56]

- **General Manager**

Epsom, KT185XA

Salary:

£75000.00

Type:

Permanent

Employer:

Avery Healthcare Group Ltd.

[Apply now on NHS Jobs for General Manager job \(opens in a new window\)](#) ^[57]

- **Hospitality Manager**

Bagshot, GU19 5HN

Salary:

£18.00

Type:

Permanent

Employer:

Avery Healthcare Group Ltd.

[Apply now on NHS Jobs for Hospitality Manager job \(opens in a new window\)](#) ^[58]

- **Finance Manager**

London, E14 5HJ

Salary:

£61927.00 to £68676.00

Type:

Permanent

Employer:

Barts Health NHS Trust

[Apply now on NHS Jobs for Finance Manager job \(opens in a new window\)](#) ^[59]

- **Radiology Manager**

Newport, NP20 2UB

Salary:

£54550.00 to £61412.00

Type:

Permanent

Employer:

Aneurin Bevan University Health Board

[Apply now on NHS Jobs for Radiology Manager job \(opens in a new window\)](#) [60]

- **Operations Manager**

West Bromwich, B70 7AW

Salary:

Negotiable

Type:

Fixed-Term

Employer:

Dr R K Arora

[Apply now on NHS Jobs for Operations Manager job \(opens in a new window\)](#) [61]

- **Practice Manager**

Birmingham, B28 8BG

Salary:

£55000.00 to £60000.00

Type:

Permanent

Employer:

Hall Green Health

[Apply now on NHS Jobs for Practice Manager job \(opens in a new window\)](#) [62]

- **Ward Manager**

BRADFORD, BD9 6DP

Salary:

£46148.00 to £52809.00

Type:

Permanent

Employer:

Bradford District Care NHS Foundation Trust

[Apply now on NHS Jobs for Ward Manager job \(opens in a new window\)](#) [63]

- **Finance Manager**

London, SE1 8SD

Salary:

£61927.00 to £68676.00

Type:

Permanent

Employer:

London Ambulance Service NHS Trust

[Apply now on NHS Jobs for Finance Manager job \(opens in a new window\)](#) [64]

- **Business Manager**

London, N17 6AA

Salary:

£45000.00 to £55000.00

Type:

Permanent

Employer:

Morris House Group Practice

[Apply now on NHS Jobs for Business Manager job \(opens in a new window\)](#) [65]

- **Further information**

For further information about a career in administrative management, please contact

- [Association of Medical Secretaries, Practice Managers, Administrators and Receptionists](#) [66]
- [British Society of Medical Secretaries & Administrators](#) [67]
- [Institute of Administration Management](#) [68]
- [Institute of Healthcare Management](#) [69]
- [Institute of Leadership and Management](#) [70]
- [NHS Leadership Academy](#) [71]

Other roles that may interest you

- [Medical secretary/personal assistant](#) [72]
- [Practice manager](#) [73]
- [Project manager](#) [74]
- [Knowledge and library services](#) [75]

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