

# 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](#) <sup>[1]</sup>
- [Find out more about the training you'll receive for a career in administrative management](#) <sup>[2]</sup>

## • Pay and conditions

Most jobs in the NHS are covered by the [Agenda for Change \(AfC\) pay scales](#) <sup>[3]</sup>. 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](#) <sup>[4]</sup> 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

- **Office Manager**

Oxford, OX3 7JH

Salary:

Negotiable

Type:

Fixed-Term

Employer:

Oxford Health NHS Trust

[Apply now on NHS Jobs for Office Manager job \(opens in a new window\)](#) <sup>[6]</sup>

- **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 \(opens in a new window\)](#)

<sup>[7]</sup>

- **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 \(opens in a new window\)](#) <sup>[8]</sup>

- **SPOA Administration Manager**

Sale, M33 4PS

Salary:

£29970.00 to £36483.00

Type:

Permanent

Employer:

Manchester University NHS Foundation Trust

[Apply now on NHS Jobs for SPOA Administration Manager job \(opens in a new window\)](#) <sup>[9]</sup>

- **Deputy Administration Manager**

Ashford, TN240LZ

Salary:

£26250.00

Type:

Permanent

Employer:

InHealth Group

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

- **Deputy Imaging Administration Manager**

Milton Keynes, MK6 5LD

Salary:

£29970.00 to £36483.00

Type:

Permanent

Employer:

Milton Keynes University Hospital NHS Foundation Trust

[Apply now on NHS Jobs for Deputy Imaging Administration Manager job \(opens in a new window\)](#) <sup>[11]</sup>

- **Urological Cancer Administration Manager**

Hammersmith, W6 8RF

Salary:

£35964.00 to £43780.00

Type:

Permanent

Employer:

Imperial College Healthcare NHS Trust

[Apply now on NHS Jobs for Urological Cancer Administration Manager job \(opens in a new window\)](#) <sup>[12]</sup>

- **Cancer Services Administration Manager**

Bangor, LL57 2PW

Salary:

£37898.00 to £45637.00

Type:

Permanent

Employer:

Betsi Cadwaladr University Health Board

[Apply now on NHS Jobs for Cancer Services Administration Manager job \(opens in a new window\)](#) <sup>[13]</sup>

- **Management Administration Assistant**

North Shields, NE29 0SF

North Shields, NE29 0DZ

North Shields, NE29 8EA

North Shields, NE29 0SF

Salary:

£14.06

Type:

Permanent

Employer:

Collingwood Health Group

[Apply now on NHS Jobs for Management Administration Assistant job \(opens in a new window\)](#) <sup>[14]</sup>

- **Team Manager - Database Administrators**

Salford, M6 8HD

Salary:

£53755.00 to £60504.00

Type:

Permanent

Employer:

Northern Care Alliance NHS Foundation Trust

[Apply now on NHS Jobs for Team Manager - Database Administrators job \(opens in a new window\)](#) <sup>[15]</sup>

- **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 \(opens in a new window\)](#) <sup>[16]</sup>

- **Mobile Devices Management Administrator**

Nottingham, NG7 2UH

Salary:

£26530.00 to £29114.00

Type:

Permanent

Employer:

Nottingham University Hospitals NHS Trusts

[Apply now on NHS Jobs for Mobile Devices Management Administrator job \(opens in a new window\)](#) <sup>[17]</sup>

- **Senior Mobile Devices Management Administrator**

Nottingham, NG7 2UH

Salary:

£29970.00 to £36483.00

Type:

Permanent

Employer:

Nottingham University Hospitals NHS Trusts

[Apply now on NHS Jobs for Senior Mobile Devices Management Administrator job \(opens in a new window\)](#) <sup>[18]</sup>

- **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 \(opens in a new window\)](#) <sup>[19]</sup>

- **Administration Officer**

Ashington, NE63 8BL

Salary:

£24625.00 to £25674.00

Type:

Permanent

Employer:

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

[Apply now on NHS Jobs for Administration Officer job \(opens in a new window\)](#) <sup>[20]</sup>

- **Administration Officer**

Newcastle upon Tyne, NE4 6BE

Salary:

£24937.00 to £26598.00

Type:

Fixed-Term

Employer:

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

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

- **Administration Officer**

Cardiff, CF10 4BZ

Salary:

£24433.00 to £26060.00

Type:

Permanent

Employer:

Public Health Wales

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

- **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 \(opens in a new window\)](#) [23]

- **Employment Services Administrator - Onboarding & Data Management Team**

St Helens, WA9 1TT

Salary:

£24625.00 to £25674.00

Type:

Permanent

Employer:

Mersey and West Lancashire Teaching Hospitals NHS Trust

[Apply now on NHS Jobs for Employment Services Administrator - Onboarding & Data Management Team job \(opens in a new window\)](#) [24]

- **Administrator - Referral Management and Private Client Team**

York, YO24 3WX

Salary:

£24891.00

Type:

Permanent

Employer:

Priory Medical Group

[Apply now on NHS Jobs for Administrator - Referral Management and Private](#)



[Client Team job \(opens in a new window\)](#) <sup>[25]</sup>

- **Referrals & Administration Officer**

Bromley, BR1 1JA

Salary:

£24520.22 to £28421.16

Type:

Permanent

Employer:

Bromley Y

[Apply now on NHS Jobs for Referrals & Administration Officer job \(opens in a new window\)](#) <sup>[26]</sup>

- **Administration & Engagement Officer**

Oxford, OX42NB

Salary:

£23809.50

Type:

Permanent

Employer:

InHealth Group

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

- **Administrative Officer (XN03)**

Leeds, LS9 7TF

Salary:

£24937.00 to £26598.00

Type:

Permanent

Employer:

Leeds Teaching Hospitals

[Apply now on NHS Jobs for Administrative Officer \(XN03\) job \(opens in a new window\)](#) <sup>[28]</sup>

- **Administrative Support Officer**

Brockworth, GL3 4AW

Salary:

£26530.00 to £29114.00

Type:

Permanent

Employer:

Gloucestershire Health and Care NHS Foundation Trust  
[Apply now on NHS Jobs for Administrative Support Officer job \(opens in a new window\)](#) <sup>[29]</sup>

- **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 \(opens in a new window\)](#) <sup>[30]</sup>

- **Orthopaedic Clinical Administrative Officer**

Chesterfield, S44 5BL

Salary:

£24625.00 to £25674.00

Type:

Permanent

Employer:

Chesterfield Royal Hospital NHS Foundation Trust

[Apply now on NHS Jobs for Orthopaedic Clinical Administrative Officer job \(opens in a new window\)](#) <sup>[31]</sup>

- **Organisational Development Administration Officer**

Wrexham, LL13 7TD

Salary:

£24433.00 to £26060.00

Type:

Permanent

Employer:

Betsi Cadwaladr University Health Board

[Apply now on NHS Jobs for Organisational Development Administration Officer job \(opens in a new window\)](#) <sup>[32]</sup>

- **Administrative and Clerical Officer**

Royal Borough of Greenwich, SE12 9DN

Salary:

£29176.00 to £30225.00

Type:

Permanent

Employer:

Oxleas NHS Foundation Trust

[Apply now on NHS Jobs for Administrative and Clerical Officer job \(opens in a new window\)](#) <sup>[33]</sup>

- **Administration and Clerical Officer**

Gateshead, NE9 6SX

Salary:

£24169.00

Type:

Permanent

Employer:

Gateshead Health NHS Foundation Trust

[Apply now on NHS Jobs for Administration and Clerical Officer job \(opens in a new window\)](#) <sup>[34]</sup>

- **Talent Management Business Support Manager**

Abergele or Wrexham, LL22 8DP

Salary:

£30420.00 to £37030.00

Type:

Permanent

Employer:

Betsi Cadwaladr University Health Board

[Apply now on NHS Jobs for Talent Management Business Support Manager job \(opens in a new window\)](#) <sup>[35]</sup>

- **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 \(opens in a new window\)](#) <sup>[36]</sup>

- **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 \(opens in a new window\)](#) <sup>[37]</sup>

- **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 \(opens in a new window\)](#) <sup>[38]</sup>

- **Senior Administration and Resource Officer**

Cardiff / Wrexham / Swansea, CF10 4BZ

Salary:

£26928.00 to £29551.00

Type:

Permanent

Employer:

Public Health Wales

[Apply now on NHS Jobs for Senior Administration and Resource Officer job \(opens in a new window\)](#) <sup>[39]</sup>

- **Administrative Officer – Sickle Cell Service**

Luton, LU4 0DZ

Salary:

£26530.00 to £29114.00

Type:

Permanent

Employer:

Bedfordshire Hospitals NHS Foundation Trust

[Apply now on NHS Jobs for Administrative Officer – Sickle Cell Service job \(opens in a new window\)](#) <sup>[40]</sup>

- **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 \(opens in a new window\)](#) <sup>[41]</sup>

- **Clinical Manager**

Bristol, BS1 2AG

Salary:

£45500.00

Type:

Permanent

Employer:

Brook

[Apply now on NHS Jobs for Clinical Manager job \(opens in a new window\)](#) <sup>[42]</sup>

- **Practice Manager**

Coventry, CV6 6DR

Salary:

Negotiable

Type:

Permanent

Employer:

Windmill Surgery

[Apply now on NHS Jobs for Practice Manager job \(opens in a new window\)](#) <sup>[43]</sup>

- **PCN Manager**

Ongar, CM5 0AL

Salary:

£50000.00

Type:

Permanent

Employer:

Ongar Health Centre

[Apply now on NHS Jobs for PCN Manager job \(opens in a new window\)](#) <sup>[44]</sup>

- **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 \(opens in a new window\)](#) <sup>[45]</sup>

- **Finance Manager**

Colchester, CO3 4LN

Salary:

Negotiable

Type:

Permanent

Employer:

Primary Care Careers

[Apply now on NHS Jobs for Finance Manager job \(opens in a new window\)](#) <sup>[46]</sup>

- **Pharmacy Manager**

Kingston Upon Hull, HU10 7AZ

Salary:

Negotiable

Type:

Permanent

Employer:

Spire Healthcare Ltd

[Apply now on NHS Jobs for Pharmacy Manager job \(opens in a new window\)](#) <sup>[47]</sup>

- **Energy Manager**

Basingstoke or Winchester, RG24 9NA

Salary:

£53755.00 to £60504.00

Type:

Permanent

Employer:

Hampshire Hospitals NHS Foundation Trust

[Apply now on NHS Jobs for Energy Manager job \(opens in a new window\)](#) <sup>[48]</sup>

- **Theatre Manager**

Leicester, LE5 1HY

Salary:

Negotiable

Type:

Permanent

Employer:

Nuffield Health

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

- **Purchasing Manager**

Southampton, SO40 2RZ

Salary:

£31049.00 to £37796.00

Type:

Permanent

Employer:

Hampshire and Isle of Wight Healthcare NHS Foundation Trust

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

- **Therapy Manager**

Exmouth, EX82JN

Salary:

£47810.00 to £54710.00

Type:

Permanent

Employer:

Royal Devon University Healthcare NHS Foundation Trust

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

- **Maintenance Manager**

Ilford, IG3 8XJ

Salary:

£47810.00 to £54710.00

Type:

Permanent

Employer:

NELFT North East London Foundation Trust

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

- **Catering Manager**

Llanelli, SA14 8QF

Salary:

£37898.00 to £45637.00

Type:

Permanent

Employer:

Hywel Dda University Health Board

[Apply now on NHS Jobs for Catering Manager job \(opens in a new window\)](#) <sup>[53]</sup>

- **Ward Manager**

Birmingham, West Midlands, B91 2PP

Salary:

Negotiable

Type:

Permanent

Employer:

Spire Healthcare Ltd

[Apply now on NHS Jobs for Ward Manager job \(opens in a new window\)](#) <sup>[54]</sup>

- **Data Manager**

Cardiff, CF14 4XW

Salary:

£30420.00 to £37030.00

Type:

Fixed-Term

Employer:

Cardiff and Vale University Health Board

[Apply now on NHS Jobs for Data Manager job \(opens in a new window\)](#) <sup>[55]</sup>

- **Ward Manager**

Stockport, SK2 7JE

Salary:

£46148.00 to £52809.00

Type:

Fixed-Term

Employer:

Stockport NHS Foundation Trust

[Apply now on NHS Jobs for Ward Manager job \(opens in a new window\)](#) <sup>[56]</sup>

- **Practice Manager**

Cheltenham, GL52 6HS

Salary:

£40000.00 to £55000.00



Type:

Permanent

Employer:

Sixways

[Apply now on NHS Jobs for Practice Manager job \(opens in a new window\)](#) <sup>[57]</sup>

- **Pharmacy Manager**

Kingston Upon Hull, HU10 7AZ

Salary:

Negotiable

Type:

Permanent

Employer:

Spire Healthcare Ltd

[Apply now on NHS Jobs for Pharmacy Manager job \(opens in a new window\)](#) <sup>[47]</sup>

- **Ward Manager**

York, YO23 1DE

Salary:

Negotiable

Type:

Permanent

Employer:

Brainkind

[Apply now on NHS Jobs for Ward Manager job \(opens in a new window\)](#) <sup>[58]</sup>

- **Chef Manager**

Stevenage, SG14AB

Salary:

£26530.00 to £29114.00

Type:

Permanent

Employer:

East and North Hertfordshire Teaching NHS Trust

[Apply now on NHS Jobs for Chef Manager job \(opens in a new window\)](#) <sup>[59]</sup>

- **Data Manager**

Cardiff, CF14 4XW

Salary:

£30420.00 to £37030.00

Type:

Fixed-Term

Employer:

Cardiff and Vale University Health Board

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

- **Ward Manager**

Derby, DE22 3WQ

Salary:

£47810.00 to £54710.00

Type:

Permanent

Employer:

Derbyshire Healthcare NHS Foundation Trust

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

- **Pharmacy Manager**

Redruth, TR15 2AF

Salary:

Negotiable

Type:

Permanent

Employer:

Superdrug

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

- **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 \(opens in a new window\)](#) [62]

- **Practice Manager**

Clitheroe, BB7 9SL

Clitheroe, BB7 9SL

Clitheroe, BB7 9DZ

Salary:

Negotiable

Type:

Permanent

Employer:

Sabden & Whalley Medical Group

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

## • Further information

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

- [Association of Medical Secretaries, Practice Managers, Administrators and Receptionists](#) [64]
- [British Society of Medical Secretaries & Administrators](#) [65]
- [Institute of Administration Management](#) [66]
- [Institute of Healthcare Management](#) [67]
- [Institute of Leadership and Management](#) [68]
- [NHS Leadership Academy](#) [69]

## Other roles that may interest you

- [Medical secretary/personal assistant](#) [70]
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