

# 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**

Aylesbury, HP20 1EG

Salary:

£29970.00 to £36483.00

Type:

Permanent

Employer:

Oxford Health NHS Trust

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

- **Office Manager**

Doncaster, DN2 5LT

Salary:

£29970.00 to £36483.00

Type:

Secondment

Employer:

Doncaster & Bassetlaw Teaching Hospitals NHS FT

[Apply now on NHS Jobs for Office Manager job \(opens in a new window\)](#) <sup>[7]</sup>

- **Office Manager**

Colchester, CO57HP

Salary:

Negotiable

Type:

Fixed-Term

Employer:

Primary Care Careers

[Apply now on NHS Jobs for Office Manager job \(opens in a new window\)](#) <sup>[8]</sup>

- **Dietitians Office Manager**

Chichester, PO19 6SE

Salary:

£26530.00 to £29114.00

Type:

Permanent

Employer:

University Hospitals Sussex NHS Foundation Trust (279)

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

<sup>[9]</sup>

- **Administration Manager**

Rhyl, LL18 5UJ

Salary:

£30420.00 to £37030.00

Type:

Permanent

Employer:

Betsi Cadwaladr University Health Board

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

[10]

- **Administration Manager**

London, W12 0HS

Salary:

£35964.00 to £43780.00

Type:

Permanent

Employer:

Imperial College Healthcare NHS Trust

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

[11]

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

[12]

- **Office Manager (Maternity Cover)**

Bolton, BL4 0JL

Salary:

£24500.00 to £26500.00

Type:

Fixed-Term

Employer:

ABL Health Ltd

[Apply now on NHS Jobs for Office Manager \(Maternity Cover\) job \(opens in a new window\)](#) [13]

- **Safeguarding Administration Manager**

Oxford, OX3 9DU

Salary:

£29970.00 to £36483.00

Type:

Permanent

Employer:

Oxford University Hospitals NHS Foundation Trust

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

- **Fundraising Administration Manager**

Bury, BL9 7RG

Salary:

£22400.00

Type:

Permanent

Employer:

Bury Hospice

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

- **Office Manager (Medical Illustration) (XN04)**

Leeds, LS9 7TF

Salary:

£26530.00 to £29114.00

Type:

Permanent

Employer:

Leeds Teaching Hospitals

[Apply now on NHS Jobs for Office Manager \(Medical Illustration\) \(XN04\) job \(opens in a new window\)](#) <sup>[16]</sup>

- **Administrative Services Manager**

Exeter, EX2 5DW

Salary:

£37338.00 to £44962.00

Type:

Permanent

Employer:

Royal Devon University Healthcare NHS Foundation Trust

[Apply now on NHS Jobs for Administrative Services Manager job \(opens in a new window\)](#) <sup>[17]</sup>

- **Medicines Management Administrator**

Blackbrook Park Avenue, Taunton, TA1 2PX

Salary:

£26000.00

Type:

Permanent

Employer:

HUC

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

- **Facilities Management Administrator**

Trustwide, L24 8RL

Salary:

£24625.00 to £25674.00

Type:

Permanent

Employer:

North West Ambulance Service NHS Trust

[Apply now on NHS Jobs for Facilities Management Administrator job \(opens in a new window\)](#) <sup>[19]</sup>

- **Administration Support Manager**

Llantrisant, CF72 8XR

Salary:

£30420.00 to £37030.00

Type:

Fixed-Term

Employer:

Cwm Taf Morgannwg University Health Board

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

- **Administration Support Manager**

Ynysmaerdy, CF72 8XR

Salary:

£30420.00 to £37030.00

Type:

Permanent

Employer:

Cwm Taf Morgannwg University Health Board

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

- **Business Management Administrator**

Newcastle upon Tyne, NE15 8NY

Salary:

£26530.00 to £29114.00

Type:

Permanent

Employer:

NHS Business Services Authority

[Apply now on NHS Jobs for Business Management Administrator job \(opens in a new window\)](#) <sup>[22]</sup>

- **Management Team Administrator-Finance**

Coalville, LE67 2BS

Salary:

£13.75 to £14.50

Type:

Permanent

Employer:

Hugglescote Surgery

[Apply now on NHS Jobs for Management Team Administrator-Finance job \(opens in a new window\)](#) <sup>[23]</sup>

- **Management Support Team Administrator**

Ipswich, IP3 8LY

Salary:

£24625.00 to £25674.00

Type:

Permanent

Employer:

Norfolk & Suffolk Foundation NHS Trust

[Apply now on NHS Jobs for Management Support Team Administrator job \(opens in a new window\)](#) <sup>[24]</sup>

- **Medicines Management Team Administrator**

Warrington, WA2 8WA

Salary:

£24169.00

Type:

Permanent

Employer:

Mersey Care NHS Foundation Trust

[Apply now on NHS Jobs for Medicines Management Team Administrator job \(opens in a new window\)](#) <sup>[25]</sup>

- **Deputy/Assistant Practice Manager and Administrator**

London, E8 1PG

Salary:

£32000.00 to £36000.00

Type:

Permanent

Employer:

Dalston Practice

[Apply now on NHS Jobs for Deputy/Assistant Practice Manager and Administrator job \(opens in a new window\)](#) <sup>[26]</sup>

- **Administration Officer**

Newcastle Upon Tyne, NE6 5XT

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>[27]</sup>

- **Office administrator**

Shrewsbury, SY4 5AF

Whitchurch, SY13 2DG

Salary:

Negotiable

Type:

Permanent

Employer:

Wem and Prees Medical Practice

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

- **Administrative Officer**

SHEFFIELD, S1 4DP

Salary:

£22816.00 to £24336.00

Type:

Permanent

Employer:

Sheffield Health and Social Care NHS Foundation Trust

[Apply now on NHS Jobs for Administrative Officer job \(opens in a new window\)](#) <sup>[29]</sup>

- **Administration Officer**

Newcastle upon Tyne, NE3 3XT

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>[30]</sup>

- **Administrator Officer**

Swansea, SA6 6NL

Salary:

£24433.00 to £26060.00

Type:

Secondment

Employer:

Swansea Bay University Health Board

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

- **Administration Officer**

Newcastle upon Tyne, NE2 1QE

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>[32]</sup>

- **Administrative Officer**

Wolverhampton, WV2 1HG

Salary:

£24071.00 to £25674.00

Type:

Permanent

Employer:

Black Country Healthcare NHS Foundation Trust

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

- **Administration Officer**

Prudhoe, NE42 5PB

Salary:

£24071.00 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>[34]</sup>

- **Apprentice Administration Officer / Safeguarding Admin Officer**

Gateshead, NE8 1HH

Salary:

£24169.00 to £25674.00

Type:

Permanent

Employer:

Harrogate and District NHS Foundation Trust

[Apply now on NHS Jobs for Apprentice Administration Officer / Safeguarding Admin Officer job \(opens in a new window\)](#) <sup>[35]</sup>

- **Capital Development Manager (Project Manager)**

Worthing, BN11 2DH

Salary:

Negotiable

Type:

Permanent

Employer:

University Hospitals Sussex NHS Foundation Trust (279)

[Apply now on NHS Jobs for Capital Development Manager \(Project Manager\) job \(opens in a new window\)](#) <sup>[36]</sup>

- **Deputy Bed Manager/Senior Ward Administrator - Royal Brompton Hospital**

London, SW3 6NP

Salary:

£35964.00 to £43780.00

Type:

Permanent

Employer:

Guy's and St Thomas' NHS Foundation Trust

[Apply now on NHS Jobs for Deputy Bed Manager/Senior Ward Administrator - Royal Brompton Hospital job \(opens in a new window\)](#) <sup>[37]</sup>

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

- **Administration Assistant/Clerical Officer**

Newcastle Under Lyme, ST4 6QG

Salary:

£24169.00

Type:

Fixed-Term

Employer:

University Hospital of North Midlands NHS Trust

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

- **Administration and Resource Officer**

Cardiff, CF10 4BZ

Salary:

£24433.00 to £26060.00

Type:

Permanent

Employer:

Public Health Wales

[Apply now on NHS Jobs for Administration and Resource Officer job \(opens in a new window\)](#) <sup>[40]</sup>

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

- **Service Administrative Support Officer**

Swansea, SA2 8QA

Salary:

£24433.00 to £26060.00

Type:

Permanent

Employer:

Swansea Bay University Health Board

[Apply now on NHS Jobs for Service Administrative Support Officer job \(opens in a new window\)](#) <sup>[42]</sup>

- **Organisational Development Manager (Leadership, Management & Teams)**

Across Wales, LL17 0LJ

Salary:

£46840.00 to £53602.00

Type:

Permanent

Employer:

Welsh Ambulance NHS Trust

[Apply now on NHS Jobs for Organisational Development Manager \(Leadership, Management & Teams\) job \(opens in a new window\)](#) <sup>[43]</sup>

- **Administration Officer Western House CMHT**

Stansted Mountfitchet, CM24 8AQ

Salary:

£24625.00 to £25674.00

Type:

Permanent

Employer:

Essex Partnership University NHS Foundation Trust

[Apply now on NHS Jobs for Administration Officer Western House CMHT job \(opens in a new window\)](#) <sup>[44]</sup>

- **Head & Neck Clinical Administrative Officer**

Chesterfield, S44 5BL

Salary:

£24625.00 to £25674.00

Type:

Fixed-Term

Employer:

Chesterfield Royal Hospital NHS Foundation Trust  
[Apply now on NHS Jobs for Head & Neck Clinical Administrative Officer job \(opens in a new window\)](#) <sup>[45]</sup>

- **Quality Manager/Deputy Laboratory Manager - Microbiology Speciality**

Stanley, AA1 1AA

Salary:

£42000.00 to £52000.00

Type:

Fixed-Term

Employer:

Falkland Islands Government

[Apply now on NHS Jobs for Quality Manager/Deputy Laboratory Manager - Microbiology Speciality job \(opens in a new window\)](#) <sup>[46]</sup>

- **Procurement Manager**

Salford, M5 3EH

Salary:

£30000.00 to £40000.00

Type:

Permanent

Employer:

NHS Shared Business Services

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

- **Service Manager**

West Midlands, ST11 9JG

Salary:

£40000.00 to £40000.00

Type:

Permanent

Employer:

Cygnnet Health Care

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

- **Practice Manager**

Birmingham, B30 1BY

Birmingham, B48 7LA

Salary:

Negotiable

Type:

Permanent  
Employer:  
Northwood Medical Centre  
[Apply now on NHS Jobs for Practice Manager job \(opens in a new window\)](#) <sup>[49]</sup>

- **Practice Manager**

London, E10 6JB

Salary:  
Negotiable

Type:  
Permanent

Employer:  
The Lyndhurst Surgery

[Apply now on NHS Jobs for Practice Manager job \(opens in a new window\)](#) <sup>[50]</sup>

- **Case Manager**

Hull, HU8 9RW

Salary:  
£37338.00 to £44962.00

Type:  
Permanent

Employer:  
City Health Care Partnership CIC

[Apply now on NHS Jobs for Case Manager job \(opens in a new window\)](#) <sup>[51]</sup>

- **Practice Manager**

Reading, RG6 1JS  
Reading, RG5 4JA

Salary:  
£45000.00 to £60000.00

Type:  
Permanent

Employer:  
Parkside Family Practice

[Apply now on NHS Jobs for Practice Manager job \(opens in a new window\)](#) <sup>[52]</sup>

- **Operations manager**

Widnes, WA8 8QS

Salary:  
Negotiable

Type:  
Permanent

Employer:

The Beeches Medical Centre

[Apply now on NHS Jobs for Operations manager job \(opens in a new window\)](#) [53]

- **Practice Manager**

Clacton on Sea, CO15 3AU

Salary:

Negotiable

Type:

Permanent

Employer:

Primary Care Careers

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

- **Cleaning Manager**

Bath, BA1 3NG

Salary:

£29970.00 to £36483.00

Type:

Permanent

Employer:

Royal United Hospitals Bath NHS Foundation Trust

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

- **Practice Manager**

Manchester, M18 8HE

Salary:

Negotiable

Type:

Permanent

Employer:

Central Manchester Networks Ltd

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

- **Ward Manager**

Cramlington, NE23 6NZ

Salary:

£46148.00 to £52809.00

Type:

Permanent

Employer:

Northumbria Healthcare NHS Foundation Trust

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

- **Ward Manager**

Worthing, BN13 3AT

Salary:

£46148.00 to £52809.00

Type:

Fixed-Term

Employer:

Sussex Partnership NHS Foundation Trust

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

- **Home Manager**

New Malden, KT3 5EA

Salary:

£84000.00 to £103826.00

Type:

Permanent

Employer:

Aria Care

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

- **Ward Manager**

Isleworth, TW7 6AF

Salary:

£51883.00 to £58544.00

Type:

Permanent

Employer:

Chelsea and Westminster Hospital NHS Foundation Trust

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

- **Ward Manager**

London, N19 5NX

Salary:

£54320.00 to £60981.00

Type:

Permanent

Employer:

455 North London NHS Foundation Trust

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

- **Hub Manager**

Cottingham, HU16 5JQ

Salary:

£29970.00 to £36483.00

Type:

Permanent

Employer:

Hull University Teaching Hospitals NHS Trust

[Apply now on NHS Jobs for Hub Manager job \(opens in a new window\)](#) <sup>[62]</sup>

- **Service Manager**

Redhill, RH1 5RH

Salary:

£53755.00 to £60504.00

Type:

Permanent

Employer:

Surrey and Sussex Healthcare NHS Trust

[Apply now on NHS Jobs for Service Manager job \(opens in a new window\)](#) <sup>[63]</sup>

- **IT Manager**

York Business Park, YO26 6RW

Salary:

£55895.00 to £62889.00

Type:

Permanent

Employer:

Compass

[Apply now on NHS Jobs for IT Manager job \(opens in a new window\)](#) <sup>[64]</sup>

- **Practice Manager**

Birmingham, B26 1AT

Salary:

Negotiable

Type:

Permanent

Employer:

Rowlands Road Surgery

[Apply now on NHS Jobs for Practice Manager job \(opens in a new window\)](#) <sup>[65]</sup>

## • 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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**Source URL:**<https://www.healthcareers.nhs.uk/explore-roles/management/roles-management/operational-management/administrative-management>

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