

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**

317 Trustwide, NE1 4LP

Salary:

£29970.00 to £36483.00

Type:

Permanent

Employer:

The Newcastle upon Tyne Hospitals NHS Foundation Trust
[Apply now on NHS Jobs for Administration Manager job \(opens in a new window\)](#)
[6]

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

[7]

- **Administration Manager**

Walsall, WS4 1HB

Salary:

Negotiable

Type:

Permanent

Employer:

Rushall Medical Centre

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

[8]

- **Material Management Officer**

Middlesbrough, TS4 3BW

Salary:

£24625.00 to £25674.00

Type:

Permanent

Employer:

South Tees Hospitals NHS Foundation Trust

[Apply now on NHS Jobs for Material Management Officer job \(opens in a new window\)](#) [9]

- **Materials Management Officer**

Harrogate, HG2 7SX

Salary:

£24625.00 to £25674.00

Type:

Fixed-Term

Employer:

Harrogate and District NHS Foundation Trust

[Apply now on NHS Jobs for Materials Management Officer job \(opens in a new window\)](#) ^[10]

- **Access Management Officer**

Cottingham, HU16 5JQ

Salary:

£26530.00 to £29114.00

Type:

Fixed-Term

Employer:

Hull University Teaching Hospitals NHS Trust

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

- **Administration Manager Occupational Health**

Haverfordwest, SA61 2PZ

Salary:

£30420.00 to £37030.00

Type:

Permanent

Employer:

Hywel Dda University Health Board

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

- **Administration Manager - HMP Haverigg**

Haverigg, Millom, Cumbria, LA18 4NA

Salary:

£29970.00 to £36483.00

Type:

Permanent

Employer:

Spectrum Community Health CIC

[Apply now on NHS Jobs for Administration Manager - HMP Haverigg job \(opens in a new window\)](#) ^[13]

- **Administrator - Money Management Service**

Coventry, CV1 1EX

Salary:

£24730.13

Type:

Permanent

Employer:

Age UK Coventry and Warwickshire

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

- **Specialist Weight Management Service Administrator**

Scunthorpe, DN16 3RN

Salary:

£23809.50

Type:

Permanent

Employer:

ABL Health Ltd

[Apply now on NHS Jobs for Specialist Weight Management Service Administrator job \(opens in a new window\)](#) ^[15]

- **Neurosurgery Administration Service Support Manager**

London, W2 1NY

Salary:

£35964.00 to £43780.00

Type:

Fixed-Term

Employer:

Imperial College Healthcare NHS Trust

[Apply now on NHS Jobs for Neurosurgery Administration Service Support Manager job \(opens in a new window\)](#) ^[16]

- **Business Manager to the Chief Operating Officer**

London, W2 1NY

Salary:

£54320.00 to £60981.00

Type:

Permanent

Employer:

Imperial College Healthcare NHS Trust

[Apply now on NHS Jobs for Business Manager to the Chief Operating Officer job \(opens in a new window\)](#) ^[17]

- **Office Administrator**

Reading, RG1 8EQ

Salary:

£24960.00

Type:

Permanent

Employer:

Solutions 4 Health Limited

[Apply now on NHS Jobs for Office Administrator job \(opens in a new window\)](#) ^[18]

- **Administration Officer**

Gateshead, NE8 4YL

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 \(opens in a new window\)](#) ^[19]

- **Senior Administrative Officer**

Mountain Ash, CF45 4SN

Salary:

£26928.00 to £29551.00

Type:

Permanent

Employer:

Cwm Taf Morgannwg University Health Board

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

- **Administration Support Officer**

Abergele, LL22 8DP

Salary:

£24433.00 to £26060.00

Type:

Fixed-Term

Employer:

Betsi Cadwaladr University Health Board

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

- **Administration & Engagement Officer**

Norwich, NR3 2EU

Salary:

£23809.50

Type:

Permanent

Employer:

InHealth Group

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

- **Ward Manager/Site Manager**

Harrogate, HG2 7SX

Salary:

£46148.00 to £52809.00

Type:

Permanent

Employer:

Harrogate and District NHS Foundation Trust

[Apply now on NHS Jobs for Ward Manager/Site Manager job \(opens in a new window\)](#) ^[23]

- **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 \(opens in a new window\)](#) ^[24]

- **Administration Officer / Support Secretary**

Caerleon, NP18 3XQ

Salary:

£24433.00 to £26060.00

Type:

Permanent

Employer:

Aneurin Bevan University Health Board

[Apply now on NHS Jobs for Administration Officer / Support Secretary job \(opens in a new window\)](#) ^[25]

- **1771 - Administrative Support Officer**

Barnsley, S75 2EP

Salary:

£24071.00 to £25674.00

Type:

Fixed-Term

Employer:

Barnsley Hospital NHS Foundation Trust

[Apply now on NHS Jobs for 1771 - Administrative Support Officer job \(opens in a new window\)](#) ^[26]

- **MDT Administrative Officer (XN03)**

Leeds, LS1 3EX

Salary:

£24071.00 to £25674.00

Type:

Permanent

Employer:

Leeds Teaching Hospitals

[Apply now on NHS Jobs for MDT Administrative Officer \(XN03\) job \(opens in a new window\)](#) ^[27]

- **Office Administrator - Transfusion Microbiology**

London, NW9 5BG

Salary:

£24937.00 to £26598.00

Type:

Permanent

Employer:

NHS Blood and Transplant

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

- **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 \(opens in a new window\)](#) ^[29]

- **Intermediate administration services officer**

Gillingham, ME8 0NJ

Salary:

£24625.00 to £25674.00

Type:

Permanent

Employer:

Medway Community Healthcare

[Apply now on NHS Jobs for Intermediate administration services officer job \(opens in a new window\)](#) ^[30]

- **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 \(opens in a new window\)](#) ^[31]

- **Administration Officer - HMP Holme House**

Stockton-on-Tees, TS18 2QU

Salary:

£24071.00 to £25674.00

Type:

Permanent

Employer:

Spectrum Community Health CIC

[Apply now on NHS Jobs for Administration Officer - HMP Holme House job \(opens in a new window\)](#) ^[32]

- **Band 2 Lymphoedema Administration Officer**

Swansea, SA2 8QA

Salary:

£23970.00

Type:

Permanent

Employer:

Swansea Bay University Health Board

[Apply now on NHS Jobs for Band 2 Lymphoedema Administration Officer job \(opens in a new window\)](#) ^[33]

- **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 \(opens in a new window\)](#) ^[34]

- **Senior Manager, Strategic Commissioning and Contract Management**

Ipswich, IP1 2BX

Salary:

£70086.00 to £75538.00

Type:

Permanent

Employer:

Suffolk County Council

[Apply now on NHS Jobs for Senior Manager, Strategic Commissioning and Contract Management job \(opens in a new window\)](#) ^[35]

- **Practice Manager**

Birmingham, B26 1AT

Salary:

Negotiable

Type:

Permanent

Employer:

Rowlands Road Surgery

[Apply now on NHS Jobs for Practice Manager job \(opens in a new window\)](#) ^[36]

- **Team Manager**

Huddersfield, HD3 3HR

Salary:

£62000.00 to £65000.00

Type:

Permanent

Employer:

Evolve Psychology Services

[Apply now on NHS Jobs for Team Manager job \(opens in a new window\)](#) ^[37]

- **Project Manager**

Carlisle or Whitehaven, CA3 0HA

Salary:

£29970.00 to £36483.00

Type:

Fixed-Term

Employer:

North Cumbria Integrated Care NHS Foundation Trust

[Apply now on NHS Jobs for Project Manager job \(opens in a new window\)](#) ^[38]

- **Team Manager**

Carlisle, CA1 1PY

Salary:

£46148.00 to £52809.00

Type:

Permanent

Employer:

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

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

- **Practice Manager**

Cardiff, CF24 2HB

Salary:

£55000.00

Type:

Permanent

Employer:

Four Elms Medical centre

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

- **Project Manager**

Newcastle Upon Tyne, NE15 8NY

Salary:

£46148.00 to £52809.00

Type:

Permanent
Employer:
NHS Business Services Authority
[Apply now on NHS Jobs for Project Manager job \(opens in a new window\)](#) ^[41]

- **Finance Manager**

Mitcheldean, GL17 0AU

Salary:

Negotiable

Type:

Permanent

Employer:

Mitcheldean Surgery

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

- **Trial Manager**

Sutton, SM2 5PT

Salary:

£42939.00 to £50697.00

Type:

Fixed-Term

Employer:

The Royal Marsden NHS Foundation Trust

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

- **Operations Manager**

Cambridge, CB4 1ER

Salary:

Negotiable

Type:

Permanent

Employer:

Red House Surgery

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

- **Pharmacy Manager**

Redruth, TR15 2AF

Salary:

Negotiable

Type:

Permanent

Employer:

Superdrug

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

- **Deputy Manager**

Littleover, DE23 4BU

Salary:

£16.00

Type:

Permanent

Employer:

Avery Healthcare Group Ltd.

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

- **Pharmacy Manager**

Kingston Upon Hull, HU10 7AZ

Salary:

Negotiable

Type:

Permanent

Employer:

Spire Healthcare Ltd

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

- **Ward Manager**

Bridgend, CF311RQ

Salary:

£46840.00 to £53602.00

Type:

Permanent

Employer:

Cwm Taf Morgannwg University Health Board

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

- **Home Manager**

Kidderminster, DY10 3DJ

Salary:

£90000.00 to £111230.00

Type:

Permanent

Employer:

Aria Care

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

- **Finance Manager**

Harrogate, HG2 7SX

Salary:

£53755.00 to £60504.00

Type:

Permanent

Employer:

Harrogate and District NHS Foundation Trust

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

- **Practice Manager**

Pudsey, LS28 7DE

Salary:

£55000.00 to £65000.00

Type:

Permanent

Employer:

Clinicare Health Support Services Ltd

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

- **Risk Manager**

To be determined, CF23 8HF

Salary:

£46840.00 to £53602.00

Type:

Permanent

Employer:

Welsh Ambulance NHS Trust

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

- **Finance Manager**

Oxford, OX4 4XN

Salary:

£37338.00 to £44962.00

Type:

Permanent

Employer:

Oxford Health NHS Trust

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

- **Research Manager**

Liversedge, WF15 6LP

Salary:

Negotiable

Type:

Permanent

Employer:

Locala Health and Wellbeing

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

- **Facility Manager**

Didcot, OX11 0RQ

Salary:

£42758.00 to £48543.00

Type:

Permanent

Employer:

UK Health Security Agency

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

- **HR Manager**

Coventry, CV1 4JU

Salary:

£41145.00

Type:

Permanent

Employer:

Coventry And Rugby GP Alliance

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

- **Practice Manager**

Dudley, DY2 0EF

Salary:

Negotiable

Type:

Permanent

Employer:

Dudley Wood Surgery

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

- **Facility Manager**

Didcot, OX11 0RQ

Salary:

£42758.00 to £48543.00

Type:

Permanent

Employer:

UK Health Security Agency

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

- **Unit Manager**

Chelmsford, CM1 7ET

Salary:

£46148.00

Type:

Permanent

Employer:

Mid and South Essex NHS Foundation Trust

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

- **Hospitality Manager**

Beckenham, BR3 3FH

Salary:

£35000.00

Type:

Permanent

Employer:

Avery Healthcare Group Ltd.

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

- **Nurse Manager**

Derby, DE23 3TX

Derby, DE24 0RY

Derby, DE24 3DS

Derby, DE24 8QJ

Derby, DE24 8GT

Salary:

Negotiable

Type:

Permanent

Employer:

Aspiro Healthcare

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

- **General Manager**

Epsom, KT185XA

Salary:

£75000.00

Type:

Permanent

Employer:

Avery Healthcare Group Ltd.

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

- **Hospitality Manager**

Bagshot, GU19 5HN

Salary:

£18.00

Type:

Permanent

Employer:

Avery Healthcare Group Ltd.

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

- **Operational Manager**

haringay, N17 6RA

Salary:

Negotiable

Type:

Permanent

Employer:

North London NHS Foundation Trust

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

- **Operations Manager**

Llanfairfechan, LL33 0HH

Salary:

£63150.00 to £73379.00

Type:

Permanent

Employer:

Betsi Cadwaladr University Health Board

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

• Further information

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

- Association of Medical Secretaries, Practice Managers, Administrators and Receptionists [65]
- British Society of Medical Secretaries & Administrators [66]
- Institute of Administration Management [67]
- Institute of Healthcare Management [68]
- Institute of Leadership and Management [69]
- NHS Leadership Academy [70]

Other roles that may interest you

- Medical secretary/personal assistant [71]
- Practice manager [72]
- Project manager [73]
- Knowledge and library services [74]

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

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