

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**

Plymouth, PL4 0AH

Salary:

£27485.00 to £30162.00

Type:

Permanent

Employer:

Livewell Southwest

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

[6]

- **Administration Manager**

Derby, DE73 6SW

Salary:

Negotiable

Type:

Permanent

Employer:

Lister House Surgery

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

[7]

- **Materials Management Officer**

Chichester, PO19 6SE

Salary:

£24937.00 to £26598.00

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]

- **Business Administration Manager**

Abingdon, OX14 3LB

Salary:

Negotiable

Type:

Permanent

Employer:

The Abingdon Surgery

[Apply now on NHS Jobs for Business Administration Manager job \(opens in a new window\)](#) [9]

- **Procurement Materials Management Officer**

St Leonards, BH24 1XW

Salary:

£16857.00 to £18499.00

Type:

Permanent

Employer:

Dorset HealthCare University NHS Foundation Trust

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

- **Office Systems Manager**

London, EC1R 0JG

Salary:

£37259.00 to £45356.00

Type:

Fixed-Term

Employer:

Whittington Hospital NHS Trust

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

- **Medicines Management Administrator**

London, SE50BB

Salary:

£12.44

Type:

Permanent

Employer:

Nexus Health Group

[Apply now on NHS Jobs for Medicines Management Administrator job \(opens in a new window\)](#) ^[12]

- **Training and Administration Manager TVI-PD**

Oxford, OX4 1XE

Salary:

£31049.00 to £37796.00

Type:

Permanent

Employer:

Oxford Health NHS Trust

[Apply now on NHS Jobs for Training and Administration Manager TVI-PD job \(opens in a new window\)](#) ^[13]

- **North Manchester Redevelopment Programme Management Office Lead**

Crumpsall, M8 5RB

Salary:

£91342.00 to £105337.00

Type:

Permanent

Employer:

Manchester University NHS Foundation Trust

[Apply now on NHS Jobs for North Manchester Redevelopment Programme Management Office Lead job \(opens in a new window\)](#) ^[14]

- **Divisional Management Team Administrator/ Secretary**

Bodelwyddan, LL18 5UJ

Salary:

£25313.00 to £26999.00

Type:

Permanent

Employer:

Betsi Cadwaladr University Health Board

[Apply now on NHS Jobs for Divisional Management Team Administrator/ Secretary job \(opens in a new window\)](#) ^[15]

- **Clinical Site Management Team Administrator**

Brighton, BN2 5BE

Salary:

£24937.00 to £26598.00

Type:

Permanent

Employer:

University Hospitals Sussex NHS Foundation Trust (279)

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

- **Administration Manager – All Ages MH&LD Digital Project**

Abergele, Wrexham or Bangor/ Home Working, LL57 2PW

Salary:

£31516.00 to £38364.00

Type:

Fixed-Term

Employer:

Betsi Cadwaladr University Health Board

[Apply now on NHS Jobs for Administration Manager – All Ages MH&LD Digital Project job \(opens in a new window\)](#) ^[17]

- **Administrator Officer**

Swansea, SA6 6NL

Salary:

£25313.00 to £26999.00

Type:

Secondment

Employer:

Swansea Bay University Health Board

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

- **Office Administrator**

Salisbury, SP1 3UH

Salisbury, SP1 1DX

Salary:

Negotiable

Type:

Permanent

Employer:

Three Chequers Medical Practice

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

- **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 \(opens in a new window\)](#) ^[20]

- **Administrative Officer**

Sheffield, S10 2JF

Salary:

£24465.00

Type:

Permanent

Employer:

Sheffield Teaching Hospitals NHS Foundation Trust

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

- **Business Manager to the Chief Executive Officer (CEO)**

London, SE1 8SD

Salary:

£64156.00 to £71148.00

Type:

Permanent

Employer:

London Ambulance Service NHS Trust

[Apply now on NHS Jobs for Business Manager to the Chief Executive Officer \(CEO\) job \(opens in a new window\)](#) ^[22]

- **Administration Support Officer**

Brecon, LD3 7NS

Salary:

£24833.00

Type:

Permanent

Employer:

Powys Teaching Health Board

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

- **Administration & Engagement Officer**

High Wycombe , HP12 4HJ

Salary:

£23809.50

Type:

Permanent

Employer:

InHealth Group

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

- **Reception/Office Administrator**

Ebbw Vale, NP23 6GL

Salary:

£24833.00

Type:

Fixed-Term

Employer:

Aneurin Bevan University Health Board

[Apply now on NHS Jobs for Reception/Office Administrator job \(opens in a new window\)](#) ^[25]

- **General Office Administrator**

Warrington, WA3 7PJ

Salary:

£12.48

Type:

Permanent

Employer:

Birchwood Medical Centre

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

- **Bank - Administration Support Officer**

Bronllys, LD3 0LU

Salary:

£25313.00 to £26999.00

Type:

Bank

Employer:

Powys Teaching Health Board

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

- **Administrator and Office Clerk**

Halifax, HX2 8AL

Salary:

£12.31

Type:

Permanent

Employer:

Beechwood Medical Centre

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

- **Dermatology 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 Dermatology Patient Administration Officer job \(opens in a new window\)](#) ^[29]

- **Operations Manager /Deputy Practice Manager**

Chester le Street, DH3 3SL
Chester Le Street, DH3 3QD
Washington, NE38 9EJ

Salary:

£30000.00 to £34500.00

Type:

Permanent

Employer:

Bridge End Surgery

[Apply now on NHS Jobs for Operations Manager /Deputy Practice Manager job \(opens in a new window\)](#) ^[30]

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

- **Administrative Support Officer - Medical Engineering**

Preston, PR2 9HT

Salary:

£24937.00 to £26598.00

Type:

Permanent

Employer:

Lancashire Teaching Hospitals NHS Foundation Trust

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

- **Deputy Practice Manager (progression to Practice Manager)**

London, SE3 0EN

Salary:

Negotiable

Type:

Permanent

Employer:

Manor Brook Medical Centre

[Apply now on NHS Jobs for Deputy Practice Manager \(progression to Practice Manager\) job \(opens in a new window\)](#) ^[33]

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

- **Pharmacy Manager**

Kingston Upon Hull, HU10 7AZ

Salary:

Negotiable

Type:

Permanent

Employer:

Spire Healthcare Ltd

[Apply now on NHS Jobs for Pharmacy Manager job \(opens in a new window\)](#) ^[35]

- **Catering Manager**

Yorkshire and Humber, S13 7PG

Salary:

£14.24

Type:

Permanent

Employer:

Cygnnet Health Care

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

- **Reception Manager**

Wallasey, CH45 5LN

Salary:

Negotiable

Type:

Permanent

Employer:

St Georges Medical Centre

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

- **Operations Manager**

Blackpool, FY4 4TW

Blackpool, FY1 3JW

Blackpool, FY1 3JG

Salary:

Negotiable

Type:

Permanent

Employer:

Adelaide Street Family Practice

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

- **Care Manager**

Ipswich, IP3 8NS

Salary:

£47810.00 to £54710.00

Type:

Permanent

Employer:

East Anglia's Children's Hospices

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

- **Practice Manager**

Brighouse, HD6 1AT

Salary:

Negotiable

Type:

Permanent

Employer:

Rydings Hall Surgery

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

- **Reception Manager**

London, E2 9LS

Salary:

Negotiable

Type:

Permanent

Employer:

The Mission Practice

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

- **Divisional Manager**

London, NW1 2BU

Salary:

£117645.00 to £134103.00

Type:

Fixed-Term

Employer:

University College London Hospitals NHS Foundation Trust

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

- **Practice Manager**

Hounslow, TW3 3ET

Salary:

Negotiable

Type:

Permanent

Employer:

Bath Road Surgery

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

- **Project Manager**

Cwmbran, NP44 3HR

Salary:

£39263.00 to £47280.00

Type:

Fixed-Term

Employer:

Aneurin Bevan University Health Board

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

- **Ward Manager**

Woolwich, SE18 4QH

Salary:

£47810.00 to £54710.00

Type:

Permanent

Employer:

Lewisham and Greenwich NHS Trust
[Apply now on NHS Jobs for Ward Manager job \(opens in a new window\)](#) [45]

- **Support Manager**

Newcastle, NE3 3XT

Salary:

£47810.00 to £54710.00

Type:

Permanent

Employer:

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

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

- **Team Manager**

Sunderland, SR2 0NB

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 \(opens in a new window\)](#) [47]

- **Reception Manager**

Southend-on-Sea, SS1 3HD

Southend-on-sea, SS3 8UT

Salary:

£13.00

Type:

Permanent

Employer:

Southend Coastal Surgeries

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

- **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 \(opens in a new window\)](#) ^[49]

- **Pharmacy Manager**

Redruth, TR15 2AF

Salary:

Negotiable

Type:

Permanent

Employer:

Superdrug

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

- **Team Manager**

Chieveley, RG18 9NU

Salary:

£30000.00 to £33000.00

Type:

Permanent

Employer:

Prior's Court Foundation

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

- **Practice Manager**

Colchester, CO3 4LN

Salary:

Negotiable

Type:

Permanent

Employer:

Primary Care Careers

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

- **Ward Manager**

Maidstone, ME16 9PH

Salary:

£47810.00 to £54710.00

Type:

Permanent

Employer:

Kent & Medway NHS & Social Care Partnership Trust

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

- **Practice Manager**

Birmingham, B18 7AL

Salary:

Negotiable

Type:

Permanent

Employer:

Cavendish Medical Practice

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

- **Business Manager**

Moreton in Marsh, GL56 0DS

Cheltenham, GL54 3QJ

Chipping Campden, GL55 6AU

Cheltenham, GL54 2AZ

Cheltenham, GL54 1AX

Salary:

£27429.00

Type:

Permanent

Employer:

North Cotswold Primary Care Network

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

- **Practice Manager**

Birmingham, B18 7AL

Salary:

Negotiable

Type:

Permanent

Employer:

Cavendish Medical Practice

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

- **Business Manager**

Moreton in Marsh, GL56 0DS

Cheltenham, GL54 3QJ

Chipping Campden, GL55 6AU

Cheltenham, GL54 2AZ

Cheltenham, GL54 1AX

Salary:

£27429.00

Type:

Permanent

Employer:

North Cotswold Primary Care Network

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

- **Estates Manager**

Southend on Sea, SS2 6PR

Salary:

£43000.00

Type:

Permanent

Employer:

Havens Hospices

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

- **Ward Manager**

London, E13 8SL

Salary:

£53751.00 to £60651.00

Type:

Permanent

Employer:

Barts Health NHS Trust

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

- **Unit Manager**

Merthyr Tydfil, CF47 9DT

Salary:

£48527.00 to £55532.00

Type:

Secondment

Employer:

Cwm Taf Morgannwg University Health Board

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

- **Reception Manager**

London, NW11 9AY

Salary:

Negotiable

Type:

Permanent

Employer:

The Practice@188

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

- **Admin Manager**

Oxford, OX1 2NA

Oxford, OX2 9JS

Salary:

£14.50 to £15.50

Type:

Permanent

Employer:

Beaumont Elms Practice

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

- **Therapy Manager**

Exmouth, EX8 2JN

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 \(opens in a new window\)](#) ^[61]

- **Centre Manager**

London, WC1N 3AJ

Salary:

Negotiable

Type:

Permanent

Employer:

Amethyst Radiotherapy

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

- **Practice Manager**

London, W1T 6EU

Salary:

Negotiable

Type:

Permanent

Employer:

Fitzrovia Medical Centre

[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]
- [Practice manager](#) ^[71]
- [Project manager](#) ^[72]
- [Knowledge and library services](#) ^[73]

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