

Real-life story - Pascal Wellington

Pascal initially started out working in business administration when she quickly realised that she was ready for a challenge. As a result she decided to join the business administration apprenticeship scheme at her Trust.



Pascal Wellington Business administrative apprentice

Employer or university West Midlands Ambulance Service NHS Foundation Trust

Salary range ?10k-?20k

A typical day

My job as business administrative apprentice was very demanding so I needed to be very organised and focused. I assisted the Director's PA with managing emails, diary and telephone systems; was responsible for maintaining the Fleet Solutions process (a lease car salary sacrifice scheme); processed invoices; and conducted financial checks on contracts. I entered data onto the electronic staff record database and took part in recruitment panels and assessment teams.??

I also helped with workload of the director's PA, which involved reformatting excel spreadsheets, producing structures and collating information together to produce information packs for meetings and events.?When possible I attended training sessions, all of which helped me progress towards getting a new job role within the trust as regional estates help desk co-ordinator. ?

Challenges and rewards

The thing I enjoyed most was that the job was challenging. Every day was different but I always felt fulfilled. Most importantly, my colleagues were extremely helpful which made going to work a delight!

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Getting started

I decided to pursue an apprenticeship as a way of getting some extra qualifications while working.?

I joined West Midlands Ambulance Service NHS Foundation Trust in summer 2013 in a business administration role. I wanted to work while I studied so thought working as an apprentice at the start of my career would be the most beneficial route for me. ?

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