

## **Business Administration Apprenticeship/Work Experience**

**12 months fixed term (Training and experience)**

**Start date flexible to suit you (within the next 6 months)**

There are four training roles available to provide administrative assistance to one of the one of the admin teams within the Surgery and Oncology Division of the Oxford University Hospitals based at the Churchill Hospital.

During your training you will learn to become a point of contact by telephone and face to face, for managers, clinicians and patients enquiring about administrative issues in relation to patients' care pathway. Some responsibilities will include; maintaining accurate filing systems, assisting with transcription, inputting data to the relevant OUH systems and databases, dealing with patient queries and dealing with internal and external post.

This is an excellent opportunity to be part of a team and gain a broad variety of admin skills that will enable you to apply for one of the administrative vacancies on offer within the NHS at the end of your training.

You must be enthusiastic, motivated and be able to work well under pressure. Within the role, you will always be part of a team so you must be adaptable, flexible and demonstrate effective learning when working within this team. You must have a good working knowledge of Microsoft Office programs which includes Word and Outlook.

The successful applicants will study an Apprenticeship in Business Administration Level 2 or 3 whilst developing skills with the guidance of a workplace buddy. The employment is a fixed term contract for the duration of the training period.

We welcome applications aged 16-18, but recruitment would be based on merit. We welcome applications from candidates living in Oxfordshire.

Training for Young Apprenticeships for 16 to 18 year olds is a priority and fully funded by the Government. Training for Adult Apprenticeships for those over this age is part funded, with employers expected to make a part of full contribution.

Fixed Term 12 months. Interviews for permanent positions offered on the successful completion of the Apprenticeship. 37.5 hours a week. Salary £130 per week

You must have achieved (or be predicted to achieve) GCSE Grade C, equivalent or above, in English Language and Maths, e.g. Key/Functional Skills.

**Apply through NHS jobs on the following link: <http://jobs.ouh.nhs.uk/job/v355291>**

Closing date: 9<sup>th</sup> March 2015

Interview date: 24th March 2015

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