



## Business Support Apprentice

Are you looking for your first steps in a career in business administration or the healthcare environment? Looking to be a part of something that matters...?

...have fun working with our warm, friendly and talented team and build skills that will last a lifetime!

- To provide extensive, effective and sensitive liaison with all levels of staff and the public, and with all other agencies involved in the provision of services
- To support the team in providing information and advice to patients and carers about arrangement and availability of the health and social care service
- Assist the Care Coordinator in the production, coordination and editing of written and online communications
- To instigate effective, accurate and efficient care visit allocations working with the Senior Administrator and Management Team
- Responsible for ensuring community carers receive accurate client visit allocations and in a timely manner via telephone or email
- Efficiently and accurately retrieving information: via our clinical system according to protocol which will support the team to make fully informed decisions
- To ensure any CQC requirements and/or documentation for which the post holder is responsible for is completed timely and accurately. To also ensure any procedures and processes applicable to the role are followed timely and accurately
- To ensure you devote the whole of your working time, attention and abilities to your role, our business and its goals
- Assisting staff with other business administrative duties as and when required

So are you in?

To find out more about the role and what we look for as well as apply:

you must apply via the find an apprenticeship service not through any other means.  
[findapprenticeship.service.gov.uk/apprenticeship/-419084](https://findapprenticeship.service.gov.uk/apprenticeship/-419084)

**Hours:** 37.5 hours p/week - Intermediate Level Apprenticeship expected duration 13 months

**Rate of Pay:** £170.00 weekly wage

**Location:** Tang Hall Lane Surgery, York

### Selection for Interview

The Practice recognises that discrimination of any kind is both unlawful and would act as a barrier to finding the most talented individuals for our organisation. As such, our recruitment and selection procedures exist to ensure no job applicant, employee or worker is discriminated against either directly or indirectly on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy or maternity, race, religion or belief, sex or sexual orientation. A great deal of careful



consideration has been invested in preparing the advert for this post based on the specification for this role and the person we are looking for.

**Our selection for interview process is designed to ensure individuals are selected for interview on the merit of their application only.**

If you are applying through NHS Jobs, you will notice you are asked if you would like a guaranteed interview as part of the 'Two Tick' disability scheme. Whilst this is an admirable government initiative, please be aware we are not signed up to this scheme. This is a question on the NHS jobs application form which is outside of our own control. Our own process ensures we consider candidates on the merit of their application only and we do not ask any questions regarding a disability as part of our selection process. We only give candidates the opportunity to share information regarding any disability **after** candidates are invited to interview and **only** if the candidate feels they require adjustments in the interview process.