

Apprentice Administration Assistant

Location: **Bradford**

Posted: **26th August 2026**

Employer: **NHS**

Role type: **Apprenticeship**

Entry Requirements:



Bradford Teaching Hospitals NHS Foundation Trust is responsible for providing hospital services for the people of Bradford and communities across Yorkshire. We serve a core population of around 550,000 people and provide specialist services for some 1.1 million.

Business

NHS hospital trust

Training provided

Level 2 Administration Assistant

Pay details

National Minimum Wage for apprentices.

Hours

Full time

Requirements

- Educated to GCSE Level or equivalent
- Good written and verbal communication skills
- Good interpersonal skills
- Understanding of Information Governance and Confidentiality
- Teamworker

A DBS check will be required.

Minimum age

16

Description

Day-to-day tasks include:

- Receiving patients, visitors and other NHS staff into the department, directing to the appropriate waiting areas and assisting with any enquiries or concerns
- Answering telephone calls and dealing with any queries or enquiries
- Scheduling patient appointments and handling cancellations
- Registering patient referral data onto an electronic patient management system
- Following up on any missing data from the referral patient data set
- Attending and participating in Admin team meetings
- Providing admin cover for other sections as required

- Making patient appointments, liaising with patients, clinicians, healthcare professionals and GP surgeries
- Sorting and distribution of post

How to apply

Please apply on the [NHS jobs](#) website.

To enquire about this role:

