**Business Administration Apprentice (Canvey Island, Essex)**

**REF: ESX1**

**Apprenticeship summary**

**Apprenticeship standard Business administrator Level 3 (A level)**

**Annual wage - £10,140**

**Working week - Monday - Friday 9am - 5pm and will include some weekends- TBA by employer to meet business needs. Please note- Some of the clinics are 8:00am-6:00pm. We are very mindful of new apprentices and logistics. (30 hours a week)**

**What will the apprentice be doing?**

***A rare opportunity to work directly for the sonographer, completing all administration duties for this small, busy team. You will be expected to be always organised and professional, along with being discreet, empathetic and compassionate towards patients. Duties include making appointments and following up referrals.***

***You will mainly be working from our office in Canvey Island, Essex. You may be required to travel if necessary. We are very mindful of new apprentices and logistics.***

**Your duties will include:**

* Assisting in the treatment room to log data and results from the scan
* Assisting the sonographer during scans
* Some travel between sites is required liaising with the doctors
* Vetting reports and confirming all details are correct
* Travelling between clinics to support the sonography team
* Vetting reports and confirming all details are correct
* Using SAGE, Word and Excel
* Meeting and greeting patients
* Making appointments
* Following up referrals
* Inputting data onto the bespoke system
* Updating records
* Customer service and making the patient feel relaxed and comfortable

**What training will the apprentice take and what qualification will the apprentice get at the end?**

Full training will be given leading to a recognised Business Administration Apprenticeship Standard Level 3 Qualification

Full on-the-job training will be delivered

Off-the-job training will be supported by our training provider - Davidson Training UK Ltd

You will complete the Functional Skills in maths and English up to and including Level 2 (if you don't already hold the equivalent)

All training will be delivered within the workplace during working hours

**What is the expected career progression after this apprenticeship?**

* A position will be available for the right apprentice
* The chance to be an assistant within the health care sector
* Chance to train in first aid and sonography

**Desired skills and personal qualities**

* Communication skills
* IT skills
* Attention to detail
* Customer care skills
* Team working
* Non judgemental
* Patience

**Qualifications**

* GCSE or equivalent English (Grade A\*- C or 4-9) desirable
* GCSE or equivalent Maths (Grade A\*- C or 4-9) desirable

**Things to consider**

* We desire someone that can drive.
* Mileage allowance will be paid plus other benefits You may need to work on Saturdays if requested, with a day off during the week.
* Please note- Some of the clinics are 8:00am-6:00pm and mainly in Southend and Canvey Island. We are very mindful of new Apprentices and logistics.
* Please be advised Davidson Training UK Limited will be managing all applications for this vacancy.

**About the employer**

A Medical Services clinic committed to providing a high standard of service. EUMS is at the forefront of pregnancy, and gynaecological scanning. Other specialties include Abdominal ultrasound scans to include the liver, gallbladder, pancreas and kidneys, plus thyroid and testicular screening. The quality of our service is born out of a strong belief in the benefits of ultrasound techniques, underpinned by our commitment to patient welfare.