



Modern Apprenticeship Programme 2022

NHS Grampian is now recruiting the following position...

Modern Apprentice
Business Administration (Band 2)

Are you enthusiastic and interested in making a contribution to healthcare within Grampian?

If so, we are currently looking to recruit the following position to work within our **Medical Secretarial Team**.

- **Modern Apprentice – Business Administration**
Band 2 - (£19,609 - £21,615)
37.5 hours per week
2 year training contract

Applicants must possess the following qualifications at the time of application:

A minimum of 5 National 5 Grades (or equivalent) at A or B in Maths, English and 3 other subjects of your choice.

It is hoped that the successful candidate will be able to commence employment in **May/June 2022** and will be based within the Medical Secretarial Team, Foresterhill Health Campus, Aberdeen during your 2 year Modern Apprenticeship.

As part of the 2 year training programme, which will be coordinated by an appropriate training provider, the successful applicant will be required to complete the Business Administration Qualification (SCQF Level 6) and a work-based evidence portfolio in addition to other personal development activities associated with the post.

For informal discussions contact:
Alana McCrory, Medical Secretary Trainer
01224 558026

Application closing date:
Friday 15th April 2022

Interview date:
To be confirmed

In line with the Skills Development Scotland '**Developing the Young Workforce: Scotland's Youth Employment Strategy**' - this post is open to 16-19 year olds only.

To obtain an application pack please email:
gram.apprenticeships@nhs.scot

