

Business Administrator Career Steps and Progression routes

The average salary for an administration assistant ranges from £14,000 to £28,000 for an experienced administrator.

Upon completion of your Business Administration apprenticeship and with experience in this sector, you could progress from admin assistant to supervisor or office manager. You could also move into other departments, like IT, payroll, or accounting.

With further training, you could specialise in an area like legal, financial, or medical administration, become a personal assistant or executive officer. Please see further details on some of these progression routes below:



Office Manager

Average salary

Ranges from £18,000 to £38,000.

You can get into this job through:

University

You could do a degree in:

- business management
- human resource management
- public administration

Once you have completed your studies, you could apply for a trainee manager position, for example through a company's graduate training scheme.

If you are already working as an administrator or secretary, you could become an office manager through company training and promotion.

Payroll Administrator

Average salary

Ranges from £15,000 to £28,000.

You can get into this job through:

College

You can do an introductory course in bookkeeping and payroll, which can be studied at a college or by distance learning. Courses include:

- Foundation Certificate in Bookkeeping
- Level 1 Certificate in Payroll
- Level 1 or 2 Certificate in Bookkeeping

An apprenticeship

Apprenticeships relevant to this role include:

- Advanced Payroll assistant
- Higher Payroll assistant manager

Medical Secretary

Average salary

Ranges from £17,500 to £24,000.

You can get into this job through:

College

Courses include:

- T level in Management and Administration,
- Level 2 or 3 Diploma in Medical Administration
- Level 2 or 3 Diploma in Medical Terminology

An apprenticeship

You can get into this role through a business administrator advanced apprenticeship.

This typically takes 18 months to complete as a mix of workplace learning and off the job study.

Working towards this role

If you already work in a healthcare setting, for instance, as a receptionist or clerical assistant, it may help you move into a medical secretary role if you take a relevant qualification while you're working.

Career Tips:

To get a job as a medical secretary, you will need experience of working in an office, ideally in a secretarial role.

Personal Assistant

Average salary

Ranges from £18,000 to £35,000

You can get into this job through:

University course

- you could do a business-related foundation degree, higher national diploma or degree.

College course

Courses include:

- Level 2 Diploma in Business Support,
- Level 3 Diploma in Business Administration
- T Level in Management and Administration

An apprenticeship

- Business administration apprenticeship and work your way up to a personal assistant position

If you are already working as an administrator or secretary, you could become a personal assistant through company training and promotion.

Career Tips:

Knowledge of the main IT office software packages, typing and shorthand will give you an advantage when applying for this role.

National Careers Service

A skills assessment can be helpful at any stage of your career, like when you:

- start your career
- return to work
- progress your career

Transferable skills are a set of skills that you're good at. You can build them up over time, through work, volunteering, education and life. You can apply these skills to a range of jobs. You may want to take an assessment to help you:

- find out what interests and motivates you
- identify your skills
- find out what you can do with the skills you have

Discover your skills and careers

Understanding yourself can help you work out what careers you may enjoy working in.

Please click [HERE](#) to take a skills assessment

This assessment:

- contains fewer than 50 multiple-choice questions
- takes 5 to 10 minutes to complete

When you finish, you will see some suggestions of roles you may enjoy based on your answers. You may want to [explore careers](#) based on these recommendations. You can compare different careers to see what interests you.

Employment Agencies

Employment agencies give you the opportunity to register your intention to look for employment and will often screen your area of expertise and provide you with current opportunities

There are a number of Employment Agencies available to register with, some are generic in employment areas and others are more specific to the sector.

[Reed](#)

[Adecco](#)

[Indeed](#)