

Alice Rigby



Business Administrator Apprentice | Recruitment



What were you doing before your apprenticeship? Were you always interested in a career in Administration?

Before my apprenticeship with the University of Cambridge, I was working full time as a dental nurse. This job role was very interactive and it developed my understanding of the requirements and expectations needed when working in a medical profession/environment. Although I enjoyed the role, I knew it wasn't for me long term. As this became more apparent over time, I started to look at different job opportunities and stumbled across a Recruitment Administrator Apprentice within the Clinical School. I carried out some initial research about the Clinical School and became very engaged, going into more detail by reading up about all the recruitment processes and the recruitment lifecycle – I felt excited to apply. I was attracted to an administration apprenticeship over the other courses/apprenticeships available based on the research I had carried out and taking into account I enjoyed carrying out administration duties in my previous job. Although this was very nerve wracking and a big career move, I'm glad I found some inner confidence and simply just went for it.



Why did you choose to do an apprenticeship?

An apprenticeship allows you to learn on the job, develop your understanding along with gaining a qualification – all of this combined together was a huge advantage. I had minimal office experience before and was fairly new to administration duties needed to fulfil my role, such as emailing and using different online interfaces.

The apprenticeship offered me time to process the different elements and responsibilities of the role, the opportunity to grow and the chance to try something new. In addition to this, the apprenticeship comes with support from several different people; the organisation, the training provider, the wider university and my team - all offering support in different areas.



What have you learnt during your apprenticeship?

Throughout my apprenticeship I've been able to gain a greater understanding of my role and in turn learnt the importance of time management and prioritisation of particular tasks. This is a great skill to be able to apply in any job role and it has allowed me to complete tasks on time and in a calm and manageable way.



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What would you say to anyone considering applying for an apprenticeship?

My apprenticeship has gone beyond my expectations. The Clinical School HR team have given me the opportunity to get involved in a range of responsibilities allowing me to engage in different tasks and as a result, paint a picture of the job role I believe I would be most suited too. In addition, my training provider has regular meetings with me to discuss my aims and ambitions, offering college work and career support at every meeting.

What are the top three benefits you have experienced, thanks to your apprenticeship?

- ★ It has taught me how to manage administration duties in line with deadlines.
- ★ Improved my prioritisation skills – assessing my workload and effectively blocking out time in my calendar to complete each task.
- ★ I've enjoy it! I've been given the opportunity to get involved in a number of different responsibilities since starting at the Clinical School and I'm grateful to be a part of such a support team.

What are your main duties?

My main duties include supporting the team with recruitment, helping with the administration for organising meetings, reviewing access forms, logging of visitors agreements and more. My job responsibilities have increased over time and I've also been given the chance to get involved with additional projects, such as the Clinical School Wellbeing programme and an induction project within the Clinical School HR team.

How have you juggled your learning and work effectively?

The apprenticeship provides both on the job and off the job training. This allows you to focus and dedicate some time towards completing college work, such as coursework, time to communicate with your assessor and any additional online activities on the college provider's webpage. My top tip would be to book an afternoon in your work calendar once a month to help catch up with any coursework.