



Getting Started

Leeds and York Partnership NHS Foundation Trust

Case Study

Administration Assistant

Danny joined Lighthouse Futures Trust in September 2025 as a supported intern. He is 21 years old and is currently working as an administrative assistant at St Mary's Hospital. Danny works alongside colleagues in the administration team who have all been helping him to get to grips with his placement and the tasks he needs to complete each day.

We caught up with Danny, after his first few weeks in his job to find out how he was getting on.

What job are you doing? I'm an administration assistant in a small team which means that I have a lot of work buddies to help me if ever I get stuck. They've all been very patient and shown me how to use their in-house data management system where we record patient visits.

And how's it going so far? It's going really well. I've been designing a room booking calendar in Excel which the whole team now uses. I didn't realise I'd like working in Excell so much!

What's a typical day like for you? We start with a morning meeting covering things like employment or wellbeing with our job coach, and then we're in with our teams doing whatever needs doing that day. I'm often inputting information from the night shift and getting it ready for someone else to scan.

What are you enjoying about it? Meeting new people and being able to help out. I like being involved with setting up for internal events and meetings.

Would you recommend a supported internship to another person your age? Yes, there's a lot of choice in what you can do - I do administration but another supported intern here works with the maintenance team. It's a varied job and you get lots of experience.