

Getting Started

Leeds and York Partnership NHS Foundation Trust

Case Study

Administration Assistant

Preston joined Lighthouse Futures Trust in September 2025 as a supported intern. He is 18 years old and is currently working as an administrative assistant within the Leeds Autism Diagnosis Service and ADHD teams at Aire Court Community Unit. Preston works alongside two work buddies, who have helped him familiarise himself with the team's systems and some of the office equipment. They are pleased with his progress so far saying that Preston is quick to pick things up and is doing a good job.

We caught up with Preston, after his first month in his job to find out how he was getting on.

What job are you doing? I'm an administration assistant so I spend a lot of time emailing, filing documents, and using the team's data management system.

And how's it going so far? Pretty good. My work buddy has been helpful, showing me how to use some of the systems and the printer, things like that.

What's a typical day like for you? We start the day off with our job coach and the other interns, they're based at a different site though so we all meet via Teams. After that, I move on to whatever work my work buddies need me to complete that day, writing letters, printing them etc.

What are you enjoying about it? It's quiet. Everyone is nice and the work is quite easy to do. **Is there anything you don't like?** No, not really. It's all good so far.

Would you recommend a supported internship to another person your age? Yes, definitely.

If we'd asked you back in September if this would be you're dream job, you'd probably have said 'no', but has the supported internship opened your eyes to other jobs that you would now consider in the future?
Yes, I'd say that it has.