

FREE RESOURCE FROM OUR AI MASTERCLASS

The AI Admin Cheat Sheet

Ten admin jobs you can hand to AI this week, the prompt formula that makes it work, and the rules that keep it safe. No coding needed.

10 admin jobs to hand to AI

Copy the prompt, swap in your details, and use your organisation's approved AI tool. Remove names and personal details first.

01 · MEETINGS

Meeting minutes and actions

Try: Turn these meeting notes into minutes with decisions, actions, owners and deadlines in a table.

02 · SCHEDULING

First draft of the rota

Try: Using this availability list and these shift rules, draft next week's rota and flag any gaps.

03 · POLICIES

What changed in a policy

Try: Compare these two versions of our policy and list every change in plain English for staff.

04 · SUPERVISION

Supervision and observation templates

Try: Create a supervision notes template for a [role] with prompts for wellbeing, practice and goals.

05 · EMAIL

Replies to routine emails

Try: Draft a friendly, clear reply to this email. Keep it under 120 words and end with a next step.

06 · RECRUITMENT

Job adverts that get read

Try: Write a job advert for a [role] from this job description. Lead with what makes us a good place to work.

07 · REPORTING

Monthly report summaries

Try: Summarise these figures into a one-page update: three headlines, what changed, and what needs attention.

08 · MARKETING

A month of social posts

Try: Plan 8 LinkedIn posts for [audience] about [topic]. Give a hook, the post and a call to action for each.

09 · TRAINING

Training and certificate tracking

Try: From this training matrix, list who has certificates expiring in the next 60 days and draft reminders.

10 · HANDOVERS

Shift or team handovers

Try: Turn these shift notes into a handover summary: priorities, open issues and follow-ups, in bullet points.

The prompt formula

Vague prompts get vague answers. Give AI these five things and the first draft is usually close.

Role

Who should it act as?

Task

What exactly do you want?

Context

What does it need to know?

Format

Table, bullets, email, word count?

Tone

Warm, formal, plain English?

Role: You're an office manager at a care provider. **Task:** Write a reminder to staff about completing supervision notes. **Context:** Notes are due by Friday and three people are overdue. **Format:** A short email, under 100 words. **Tone:** Friendly but clear.

Use AI safely

Non-negotiable when you handle personal or sensitive information.

- ✓ Use the AI tools and accounts your organisation has approved
- ✓ Anonymise first: remove names, dates of birth, addresses and case details
- ✓ Check every output. AI can sound confident and still be wrong.
- ✓ Keep a person responsible for anything that's sent, signed or filed
- ✓ Follow your data protection (GDPR) and confidentiality policies
- ✗ Never paste information about service users, children or patients into a public AI tool
- ✗ Never let AI make decisions about people on its own

Where to start

Small, boring and repetitive wins first.

- 1 Time one week of admin**
Note the jobs you do the same way every time.
- 2 Pick one job**
Choose the one that's most repetitive and lowest risk.
- 3 Try it for two weeks**
Use the prompt formula, refine it, and save the prompt that works.
- 4 Share it**
Turn the prompt into a team template so everyone gets the time back.

Want someone on your team who can do this properly?

The Level 4 AI & Automation Practitioner apprenticeship trains existing staff to spot where automation saves time, put AI in properly and do it safely. It includes a real workplace project and free subscriptions to key AI tools. Up to 95% government-funded.

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