

Secretary/typist

Typists and secretaries provide clear and concise documents and records helping our frontline healthcare professionals and other staff to support and care for NHS patients .

Working life

As a typist, you'll use word processing systems to create a range of documents. These may be reports, letters, case notes, etc. If you work as an audio typist, you'll listen to dictated information dictated and type what you hear, turning it into a well-presented document potentiall in a variety of formats.

typist in the nhs

As a secretary, you'll usually work for a particular senior member of staff or group of staff. Or you may support the work of a particular department. As well as typing, including audio typing, you may:

Secretaries often work for a particular senior member of staff.

- arrange meetings
- take minutes of meetings
- manage diaries
- deal with enquiries by phone and email
- order stationery
- keep a filing system
- create and update spreadsheets and databases

Secretaries and typists work across the NHS, in clinical and non-clinical areas such as:

- hospital departments and clinics of all types
- GP surgeries and health centres
- the headquarters of an NHS trust

As a secretary or typist, working on a ward or in a clinic or health centre, you'll have a lot of contact with patients and their relatives and carers. You will also have contact with healthcare professionals including [nurses](#) ^[1] and doctors, including [GPs](#) ^[2] or [surgeons](#) ^[3], for example.

Other secretaries/typists may have little or no contact with patients, for example, those in headquarters. They work closely with admin staff and other members of the wider healthcare team.

Entry requirements, skills and interests

There are no set entry requirements for a secretary/typist. However, employers expect excellent keyboard skills. They are likely to ask for qualifications in typing or word processing. Employers also expect a good standard of literacy, numeracy and IT skills. They may ask for GCSEs or equivalent qualifications. You may be able to enter an apprenticeship ^[4] through an administrative role and through further training and qualifications, progress to more senior secretarial or typing role.

Personal characteristics

As a secretary/typist, you'll need to:

- work accurately and methodically
- meet deadlines
- use medical terminology
- pay attention to detail
- work in a team but use their own initiative
- work with all types of people
- be helpful and reassuring if dealing with patients and their families

Skills required

- excellent keyboard skills
- IT skills
- good spelling and grammar
- organisational skills

Training and development

You will get the training you need to do the job. This includes an introduction to the department, how to use the IT and phone equipment and the procedures to follow. You may also have training in customer care.

You may be offered the chance to take vocational qualifications such as those from:

- the Association of Medical Secretaries, Practice Managers, Administrators and Receptionists ^[5] (AMSPAR)
- the British Society of Medical Secretaries and Administrators ^[6] (BSMSA)

Some secretaries/typists become members of AMSPAR or BSMSA. Both AMSPAR and BSMSA offer training, online forums and newsletters so staff can network with others doing the same type of work.

• Pay and conditions

Administrative staff in the NHS are paid on the [Agenda for Change](#) ^[7] (AfC ^[8]) pay system. As a new entrant, working as a secretary/typist you would typically start on band 2 and could progress, with further training and qualifications to posts at bands 3 or 4, for example as a [medical secretary](#) ^[9]. Secretaries/typists work standard hours of around 37.5 a week. In some jobs, this could involve early starts, evenings and weekends. Terms and conditions for staff working outside the NHS will vary

• Where the role can lead

With experience, you could become a team leader, coordinating the work of a team of secretaries/typists. With further experience, you could become a manager, responsible for the staff in a department.

Some secretaries/typists move into specialist roles such as [medical secretary or PA](#) ^[9]. Others may move into areas such as [finance](#), ^[10] or [health records](#) ^[11].

You may also have the opportunity to move into [informatics](#) ^[12], specialising in electronic data, or into IT.

• Job market and vacancies

If you're applying for a role either directly in the NHS or in an organisation that provides NHS services, you'll be asked to show how you think the NHS values apply in your everyday work. [Find out more about NHS values.](#) ^[13]

Most NHS trusts advertise their vacancies on [NHS Jobs](#) ^[14]. Some of the current vacancies are below.

Find a vacancy

Enter your location or postcode

Show results within

Search

- **Clerk Typist**

Liverpool, L14 3LB

Salary:

£22383.00

Type:

Permanent

Employer:

Liverpool University Hospitals NHS Foundation Trust

[Apply now on NHS Jobs for Clerk Typist job \(opens in a new window\)](#) ^[15]

- **Clerk/Typist (XN02)**

Leeds, LS9 7TF

Salary:

£23615.00

Type:

Permanent

Employer:

Leeds Teaching Hospitals

[Apply now on NHS Jobs for Clerk/Typist \(XN02\) job \(opens in a new window\)](#) ^[16]

- **Medical Typist / Clerical Officer**

Maesteg, CF34 9PW

Salary:

£24433.00 to £26060.00

Type:

Fixed-Term

Employer:

Cwm Taf Morgannwg University Health Board

[Apply now on NHS Jobs for Medical Typist / Clerical Officer job \(opens in a new window\)](#) ^[17]

- **Medical Secretary/Higher Medical Secretary**

Middlesbrough, TS4 3BW

Salary:

£24625.00 to £29114.00

Type:

Permanent

Employer:

South Tees Hospitals NHS Foundation Trust

[Apply now on NHS Jobs for Medical Secretary/Higher Medical Secretary job \(opens in a new window\)](#) ^[18]

- **Medical Secretary/Higher Medical Secretary**

Middlesbrough, TS4 3BW

Salary:

£24625.00 to £29114.00

Type:

Permanent

Employer:

South Tees Hospitals NHS Foundation Trust

[Apply now on NHS Jobs for Medical Secretary/Higher Medical Secretary job \(opens in a new window\)](#) ^[19]

- **Secretary**

Leeds, LS17 5DT

Salary:

£13.00 to £13.20

Type:

Permanent

Employer:

Alwoodley Medical Centre

[Apply now on NHS Jobs for Secretary job \(opens in a new window\)](#) ^[20]

- **Secretary**

Colwyn Bay, LL29 7LS

Salary:

£24433.00 to £26060.00

Type:

Permanent

Employer:

Betsi Cadwaladr University Health Board

[Apply now on NHS Jobs for Secretary job \(opens in a new window\)](#) ^[21]

- **Secretary**

Wells, BA5 1TJ

Salary:

£24625.00 to £25674.00

Type:

Permanent

Employer:

Somerset NHS Foundation Trust

[Apply now on NHS Jobs for Secretary job \(opens in a new window\)](#) ^[22]

- **Secretary**

Margate, CT9 3NR

Salary:

Negotiable

Type:

Permanent

Employer:

Bethesda Medical Centre

[Apply now on NHS Jobs for Secretary job \(opens in a new window\)](#) ^[23]

- **Medical Secretary**

Altrincham, WA15 7XR

Salary:

Negotiable

Type:

Permanent

Employer:

Park Medical Practice

[Apply now on NHS Jobs for Medical Secretary job \(opens in a new window\)](#) ^[24]

- **Support Secretary**

Worcester, WR5 1DD

Salary:

£24625.00 to £25674.00

Type:

Permanent

Employer:

Worcestershire Acute Hospitals NHS Trust

[Apply now on NHS Jobs for Support Secretary job \(opens in a new window\)](#) ^[25]

- **Medical Secretary**

London, SE3 7HB

Salary:

£13.21

Type:

Permanent

Employer:

Blackheath Standard PMS

[Apply now on NHS Jobs for Medical Secretary job \(opens in a new window\)](#) ^[26]

- **Medical Secretary**

Bletchley, MK3 7QU

Bletchley, MK2 3HN

Salary:

Negotiable

Type:

Permanent

Employer:

Whaddon Healthcare

[Apply now on NHS Jobs for Medical Secretary job \(opens in a new window\)](#) ^[27]

- **Support Secretary**

Chester, CH2 1UL

Salary:

£24169.00

Type:

Permanent

Employer:

Countess of Chester Hospital NHS Foundation Trust

[Apply now on NHS Jobs for Support Secretary job \(opens in a new window\)](#) ^[28]

- **Medical Secretary**

Durham, TS20 2UZ

Salary:

Negotiable

Type:

Fixed-Term

Employer:

Norton Medical Centre

[Apply now on NHS Jobs for Medical Secretary job \(opens in a new window\)](#) ^[29]

- **Medical Secretary**

Derby, DE21 6LA

Salary:

£25447.00

Type:

Permanent

Employer:

Park Medical Practice

[Apply now on NHS Jobs for Medical Secretary job \(opens in a new window\)](#) ^[30]

- **Administrator/Secretary**

Olney, MK46 5QG

Salary:

£12.40 to £13.40

Type:

Permanent

Employer:

Primary Care Careers

[Apply now on NHS Jobs for Administrator/Secretary job \(opens in a new window\)](#)

[31]

- **Medical Secretary**

Sheffield, S10 2SJ

Salary:

£26530.00 to £29114.00

Type:

Permanent

Employer:

Sheffield Teaching Hospitals NHS Foundation Trust

[Apply now on NHS Jobs for Medical Secretary job \(opens in a new window\)](#) [32]

- **Secretary/Administrator**

Sheerness, ME12 1QU

Salary:

Negotiable

Type:

Permanent

Employer:

St Georges Medical Centre

[Apply now on NHS Jobs for Secretary/Administrator job \(opens in a new window\)](#)

[33]

- **Medical Secretary**

Coventry, CV2 2DX

Salary:

£26530.00 to £29114.00

Type:

Permanent

Employer:

University Hospitals Coventry and Warwickshire NHS Trust

[Apply now on NHS Jobs for Medical Secretary job \(opens in a new window\)](#) [34]

- **Medical Secretary**

Warrington, WA5 1QG

Salary:

Negotiable

Type:

Permanent

Employer:

Warrington and Halton Teaching Hospitals NHSFT

[Apply now on NHS Jobs for Medical Secretary job \(opens in a new window\)](#) [35]

- **Medical Secretary**

Devizes, SN10 2BU

Salary:

£12.53

Type:

Permanent

Employer:

The Lansdowne Surgery

[Apply now on NHS Jobs for Medical Secretary job \(opens in a new window\)](#) [36]

- **Patient Secretary**

Mansfield, NG18 4GW

Salary:

£24625.00 to £25674.00

Type:

Permanent

Employer:

Nottinghamshire Healthcare NHS Foundation Trust

[Apply now on NHS Jobs for Patient Secretary job \(opens in a new window\)](#) [37]

- **CMATS Secretary**

Bodelwyddan, LL18 5UJ

Salary:

£24433.00 to £26060.00

Type:

Permanent

Employer:

Betsi Cadwaladr University Health Board

[Apply now on NHS Jobs for CMATS Secretary job \(opens in a new window\)](#) [38]

- **Secretary/PA**

Birmingham, B33 8TA
Birmingham, B33 9EN

Salary:

Negotiable

Type:

Permanent

Employer:

Iridium Medical Practice

[Apply now on NHS Jobs for Secretary/PA job \(opens in a new window\)](#) ^[39]

- **Medical Secretary**

Horsham, RH12 1PJ

Salary:

£12.21

Type:

Permanent

Employer:

Orchard Surgery

[Apply now on NHS Jobs for Medical Secretary job \(opens in a new window\)](#) ^[40]

- **Team Secretary**

Warwick, CV34 5BW

Salary:

£24625.00 to £25674.00

Type:

Permanent

Employer:

South Warwickshire University NHS Foundation Trust

[Apply now on NHS Jobs for Team Secretary job \(opens in a new window\)](#) ^[41]

- **Medical Secretary**

Nuneaton, CV11 5HX

Salary:

£26530.00 to £29114.00

Type:

Permanent

Employer:

Coventry and Warwickshire Partnership Trust

[Apply now on NHS Jobs for Medical Secretary job \(opens in a new window\)](#) ^[42]

- **Support Secretary**

East Grinstead, RH19 3DZ

Salary:

£24071.00 to £25674.00

Type:

Permanent

Employer:

Queen Victoria Hospital NHS Foundation Trust

[Apply now on NHS Jobs for Support Secretary job \(opens in a new window\)](#) ^[43]

- **Medical Secretary**

Swansea, SA2 8PG

Salary:

£12.48

Type:

Permanent

Employer:

University Health Centre

[Apply now on NHS Jobs for Medical Secretary job \(opens in a new window\)](#) ^[44]

- **Team Secretary**

Retford, DN22 0PD

Salary:

£24625.00 to £25674.00

Type:

Permanent

Employer:

Nottinghamshire Healthcare NHS Foundation Trust

[Apply now on NHS Jobs for Team Secretary job \(opens in a new window\)](#) ^[45]

- **Medical Secretary**

Llangefni, LL77 7PP

Salary:

£24433.00 to £26060.00

Type:

Permanent

Employer:

Betsi Cadwaladr University Health Board

[Apply now on NHS Jobs for Medical Secretary job \(opens in a new window\)](#) ^[46]

- **Medical Secretary**

Maidenhead, SL6 6EL

Salary:

Negotiable

Type:

Permanent

Employer:

The Symons Medical Centre

[Apply now on NHS Jobs for Medical Secretary job \(opens in a new window\)](#) ^[47]

- **Medical Secretary**

Swansea, SA2 8QA

Salary:

£26928.00 to £29551.00

Type:

Permanent

Employer:

Swansea Bay University Health Board

[Apply now on NHS Jobs for Medical Secretary job \(opens in a new window\)](#) ^[48]

- **Medical Secretary**

Sleaford, NG34 7HD

Salary:

Negotiable

Type:

Permanent

Employer:

Sleaford Medical Group

[Apply now on NHS Jobs for Medical Secretary job \(opens in a new window\)](#) ^[49]

- **Practice Secretary**

Birmingham, B71 3LN

West Bromwich, B71 3AS

Salary:

Negotiable

Type:

Permanent

Employer:

Stone Cross Medical Centre

[Apply now on NHS Jobs for Practice Secretary job \(opens in a new window\)](#) ^[50]

- **Medical Secretary**

Woodbridge, IP12 1EE

Salary:

Negotiable

Type:

Permanent

Employer:

Primary Care Careers

[Apply now on NHS Jobs for Medical Secretary job \(opens in a new window\)](#) ^[51]

- **Medical Secretary**

Leicester, LE8 0LG

Salary:

£12.23

Type:

Permanent

Employer:

South Leicestershire Medical Group

[Apply now on NHS Jobs for Medical Secretary job \(opens in a new window\)](#) ^[52]

- **Support Secretary**

Cwmbran, NP44 8YN

Salary:

£24433.00 to £26060.00

Type:

Permanent

Employer:

Aneurin Bevan University Health Board

[Apply now on NHS Jobs for Support Secretary job \(opens in a new window\)](#) ^[53]

- **Support Secretary**

Plymouth, PL6 8DH

Salary:

£24169.00

Type:

Permanent

Employer:

University Hospitals Plymouth NHS Trust

[Apply now on NHS Jobs for Support Secretary job \(opens in a new window\)](#) ^[54]

- **Medical Secretary**

Plymouth, PL4 7PY

Salary:

£24625.00 to £25674.00

Type:

Fixed-Term

Employer:

Livewell Southwest

[Apply now on NHS Jobs for Medical Secretary job \(opens in a new window\)](#) ^[55]

- **Medical Secretary**

Stockton on Tees, TS19 8PE

Salary:

£26530.00 to £29114.00

Type:

Fixed-Term

Employer:

North Tees & Hartlepool NHS Foundation Trust

[Apply now on NHS Jobs for Medical Secretary job \(opens in a new window\)](#) ^[56]

- **Medical Secretary**

Stockton, TS18 1TW

Hartlepool, TS24 9LJ

Salary:

Negotiable

Type:

Permanent

Employer:

Hartlepool & Stockton Health [H&SH]

[Apply now on NHS Jobs for Medical Secretary job \(opens in a new window\)](#) ^[57]

- **Medical Secretary**

Newton Aycliffe, DL5 5LH

Salary:

Negotiable

Type:

Permanent

Employer:

Bewick Crescent Surgery

[Apply now on NHS Jobs for Medical Secretary job \(opens in a new window\)](#) ^[58]

- **Medical Secretary**

Telford, TF3 4LY

Salary:

£12.21

Type:

Permanent

Employer:

Teldoc

[Apply now on NHS Jobs for Medical Secretary job \(opens in a new window\)](#) [59]

- **Team Secretary**

Worthing, BN13 3EP

Salary:

£24625.00 to £25674.00

Type:

Permanent

Employer:

Sussex Partnership NHS Foundation Trust

[Apply now on NHS Jobs for Team Secretary job \(opens in a new window\)](#) [60]

- **Medical Secretary**

Huddersfield, HD3 3EA

Salary:

£24625.00 to £25674.00

Type:

Permanent

Employer:

Calderdale and Huddersfield NHS Foundation Trust

[Apply now on NHS Jobs for Medical Secretary job \(opens in a new window\)](#) [61]

- **Departmental Secretary**

Sheffield, S5 7AU

Salary:

£24625.00 to £25674.00

Type:

Permanent

Employer:

Sheffield Teaching Hospitals NHS Foundation Trust

[Apply now on NHS Jobs for Departmental Secretary job \(opens in a new window\)](#)

[62]

- **Medical Secretary**

Rugeley, WS15 1UL

Salary:

£26530.00 to £29114.00

Type:

Permanent

Employer:

Midlands Partnership NHS Foundation Trust

[Apply now on NHS Jobs for Medical Secretary job \(opens in a new window\)](#) ^[63]

- **Secretary/administrator**

Merseyside, PR8 6PG

Salary:

£12.48

Type:

Permanent

Employer:

Cumberland House Surgery

[Apply now on NHS Jobs for Secretary/administrator job \(opens in a new window\)](#)

^[64]

- **Secretary/administrator**

Merseyside, PR8 6PG

Salary:

£12.48

Type:

Permanent

Employer:

Cumberland House Surgery

[Apply now on NHS Jobs for Secretary/administrator job \(opens in a new window\)](#)

^[64]

- **Support Secretary**

Plymouth, PL68DH

Salary:

£23615.00

Type:

Permanent

Employer:

University Hospitals Plymouth NHS Trust

[Apply now on NHS Jobs for Support Secretary job \(opens in a new window\)](#) ^[65]

- **Therapy Secretary**

Patchway, Bristol, BS34 5PE

Salary:

£24625.00 to £25674.00

Type:

Permanent

Employer:

Sirona care & health CIC

[Apply now on NHS Jobs for Therapy Secretary job \(opens in a new window\)](#) ^[66]

- **Medical Secretary**

Sheffield, S10 2TH

Salary:

£24625.00 to £25674.00

Type:

Permanent

Employer:

Sheffield Children's NHS Foundation Trust

[Apply now on NHS Jobs for Medical Secretary job \(opens in a new window\)](#) ^[67]

- **Medical Secretary**

Abergavenny, NP20 2UB

Salary:

£26928.00 to £29551.00

Type:

Permanent

Employer:

Aneurin Bevan University Health Board

[Apply now on NHS Jobs for Medical Secretary job \(opens in a new window\)](#) ^[68]

- **Receptionist / Secretary**

Downham Market, PE38 9JE

Salary:

Negotiable

Type:

Permanent

Employer:

Litcham Health Centre

[Apply now on NHS Jobs for Receptionist / Secretary job \(opens in a new window\)](#)

^[69]

- **Medical Secretary**

Meadowfield, County Durham, North East, DH7 8NT

Salary:

£28260.00 to £28260.00

Type:

Permanent

Employer:

Cygnnet Health Care

[Apply now on NHS Jobs for Medical Secretary job \(opens in a new window\)](#) ^[70]

- **Medical Secretary**

Carlisle, CA1 1PY

Salary:

£26530.00 to £29114.00

Type:

Permanent

Employer:

Cumbria, Northumberland, Tyne and wear (CNTW) NHS Foundation Trust

[Apply now on NHS Jobs for Medical Secretary job \(opens in a new window\)](#) ^[71]

- **Medical Secretary**

Bodelwyddan, LL18 5UJ

Salary:

£24433.00 to £26060.00

Type:

Permanent

Employer:

Betsi Cadwaladr University Health Board

[Apply now on NHS Jobs for Medical Secretary job \(opens in a new window\)](#) ^[72]

- **Medical Secretary**

Lincoln, LN1 1FS

Salary:

£26530.00 to £29114.00

Type:

Permanent

Employer:

Lincolnshire Partnership NHS Foundation Trust

[Apply now on NHS Jobs for Medical Secretary job \(opens in a new window\)](#) ^[73]

• Further information

- Association of Medical Secretaries, Practice Managers, Administrators and Receptionists [74]
- British Society of Medical Secretaries and Administrators [75]

Other roles that may interest you

- Medical secretary/personal assistant [76]
- Human resources staff [77]
- Finance staff [78]
- Administrative management [79]

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