

# 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](#) <sup>[1]</sup> and doctors, including [GPs](#) <sup>[2]</sup> or [surgeons](#) <sup>[3]</sup>, 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 <sup>[4]</sup> 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 <sup>[5]</sup> (AMSPAR)
- the British Society of Medical Secretaries and Administrators <sup>[6]</sup> (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](#) <sup>[7]</sup> (AfC <sup>[8]</sup>) 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](#) <sup>[9]</sup>. 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](#) <sup>[9]</sup>. Others may move into areas such as [finance](#), <sup>[10]</sup> or [health records](#) <sup>[11]</sup>.

You may also have the opportunity to move into [informatics](#) <sup>[12]</sup>, 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.](#) <sup>[13]</sup>

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

## Find a vacancy

Enter your location or postcode

Show results within

Search

- **Support Secretary/Typist**

Ashton-under-Lyne, OL6 9RW

Salary:

£24625.00 to £25674.00

Type:

Permanent

Employer:

Tameside and Glossop Integrated Care NHS Foundation Trust

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

[15]

- **Clerk Typist**

Carlisle, CA2 7HY

Salary:

£24169.00

Type:

Permanent

Employer:

North Cumbria Integrated Care NHS Foundation Trust

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

- **Clerk/Typist (XN02)**

Leeds, LS1 3EX

Salary:

£24465.00

Type:

Permanent

Employer:

Leeds Teaching Hospitals

[Apply now on NHS Jobs for Clerk/Typist \(XN02\) job \(opens in a new window\)](#) [17]

- **Support Typist - Trauma & Orthopaedics**

Bath, BA1 3NG

Salary:

£24169.00

Type:

Permanent

Employer:

Royal United Hospitals Bath NHS Foundation Trust

[Apply now on NHS Jobs for Support Typist - Trauma & Orthopaedics job \(opens in a new window\)](#) [18]

- **Typist / Clerical Support Officer**

Bath, BA1 3NG

Salary:

£24169.00

Type:

Permanent

Employer:

Royal United Hospitals Bath NHS Foundation Trust

[Apply now on NHS Jobs for Typist / Clerical Support Officer job \(opens in a new window\)](#) <sup>[19]</sup>

- **Clerk Typist, Specialist Surgical Care**

Whitehaven, CA28 8JG

Salary:

£24169.00

Type:

Permanent

Employer:

North Cumbria Integrated Care NHS Foundation Trust

[Apply now on NHS Jobs for Clerk Typist, Specialist Surgical Care job \(opens in a new window\)](#) <sup>[20]</sup>

- **Medical Secretary/Higher Medical Secretary**

Middlesbrough, TS4 3BW

Salary:

£24625.00 to £29114.00

Type:

Fixed-Term

Employer:

South Tees Hospitals NHS Foundation Trust

[Apply now on NHS Jobs for Medical Secretary/Higher Medical Secretary job \(opens in a new window\)](#) <sup>[21]</sup>

- **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]

- **Medical Secretary**

Sleaford, NG34 7HD

Salary:

Negotiable

Type:

Permanent

Employer:

Sleaford Medical Group

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

- **Medical Secretary**

Salisbury, SP4 6AT

Salary:

£23875.00 to £23875.00

Type:

Permanent

Employer:

HCRG Care Group

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

- **Medical secretary**

Merseyside, PR8 6PG

Salary:

£12.48

Type:

Permanent

Employer:

Cumberland House Surgery

[Apply now on NHS Jobs for Medical secretary job \(opens in a new window\)](#) [25]

- **Team Secretary**

Welwyn Garden City Herts, AL8 6HG

Salary:

£26530.00 to £29114.00

Type:

Permanent

Employer:

Hertfordshire Partnership University NHS Foundation Trust

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

- **Support Secretary**

Plymouth, PL68DH

Salary:

£24169.00

Type:

Permanent

Employer:

University Hospitals Plymouth NHS Trust

[Apply now on NHS Jobs for Support Secretary job \(opens in a new window\)](#) <sup>[27]</sup>

- **Secretarial Assistant**

Sheffield, S10 2TH

Salary:

£24465.00

Type:

Permanent

Employer:

Sheffield Children's NHS Foundation Trust

[Apply now on NHS Jobs for Secretarial Assistant job \(opens in a new window\)](#) <sup>[28]</sup>

- **Medical Secretary**

Coventry, CV1 3HQ

Salary:

£11970.72

Type:

Permanent

Employer:

Broomfield Park Medical Centre

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

- **Medical Secretary**

Sheffield, S10 2SF

Salary:

£26530.00 to £29114.00

Type:

Permanent

Employer:

Sheffield Teaching Hospitals NHS Foundation Trust

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

- **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 \(opens in a new window\)](#) <sup>[31]</sup>

- **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 \(opens in a new window\)](#)

<sup>[32]</sup>

- **Team Secretary**

Whitehaven, CA28 8JG

Salary:

£24625.00 to £25674.00

Type:

Permanent

Employer:

North Cumbria Integrated Care NHS Foundation Trust

[Apply now on NHS Jobs for Team Secretary job \(opens in a new window\)](#) <sup>[33]</sup>

- **Medical Secretary**

Hornsea, HU18 1LP

Salary:

Negotiable

Type:

Permanent

Employer:

Eastgate Medical Group

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



- **Senior Secretary**

Warwick, CV34 5BW

Salary:

£27485.00 to £30162.00

Type:

Permanent

Employer:

South Warwickshire University NHS Foundation Trust

[Apply now on NHS Jobs for Senior Secretary job \(opens in a new window\)](#) <sup>[35]</sup>

- **Medical Secretary**

Barnstaple, EX31 4JB

Salary:

£24937.00 to £26598.00

Type:

Fixed-Term

Employer:

Royal Devon University Healthcare NHS Foundation Trust

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

- **Support Secretary**

Victoria Road, Macclesfield, SK10 3BL

Salary:

£24625.00 to £25674.00

Type:

Fixed-Term

Employer:

East Cheshire NHS Trust

[Apply now on NHS Jobs for Support Secretary job \(opens in a new window\)](#) <sup>[37]</sup>

- **Medical Secretary**

Stoke on Trent, ST4 6QG

Salary:

£24625.00 to £25674.00

Type:

Fixed-Term

Employer:

University Hospital of North Midlands NHS Trust

[Apply now on NHS Jobs for Medical Secretary job \(opens in a new window\)](#) <sup>[38]</sup>

- **Medical Secretary**

Trowbridge, BA14 8LW

Salary:

£21180.00

Type:

Permanent

Employer:

Trowbridge Health Centre

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

- **Team Secretary**

Coventry, CV1 4FH

Salary:

£24625.00 to £25674.00

Type:

Permanent

Employer:

Coventry and Warwickshire Partnership Trust

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

- **Team Secretary**

Coventry, CV1 4FH

Salary:

£24625.00 to £25674.00

Type:

Permanent

Employer:

Coventry and Warwickshire Partnership Trust

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

- **Medical Secretary**

Yeovil, BA20 2BX

Salary:

£26530.00 to £29114.00

Type:

Permanent

Employer:

Somerset NHS Foundation Trust

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

- **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 \(opens in a new window\)](#) <sup>[43]</sup>

- **Trust Secretary**

Cambridge, CB21 5EF

Salary:

£74290.00 to £85601.00

Type:

Permanent

Employer:

Cambridgeshire and Peterborough NHS Foundation Trust

[Apply now on NHS Jobs for Trust Secretary job \(opens in a new window\)](#) <sup>[44]</sup>

- **Administrator / Secretary**

Basingstoke, RG21 4AP

Southampton, SO40 2RZ

Fareham, PO16 7JL

Salary:

£24937.00 to £26598.00

Type:

Fixed-Term

Employer:

Hampshire and Isle of Wight Healthcare NHS Foundation Trust

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

<sup>[45]</sup>

- **Medical Secretary**

Merthyr Tydfil, CF47 9DT

Salary:

£26928.00 to £29551.00

Type:

Permanent

Employer:

Cwm Taf Morgannwg University Health Board

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

- **Medical Secretary**

London, SE3 7HB

Salary:

£13.21

Type:

Permanent

Employer:

Blackheath Standard PMS

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

- **Colposcopy Secretary**

Bangor, LL57 2PW

Salary:

£26928.00 to £29551.00

Type:

Permanent

Employer:

Betsi Cadwaladr University Health Board

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

- **Medical Secretary**

Truro, TR2 4JZ

Salary:

£12.00 to £12.25

Type:

Permanent

Employer:

Probus Surgery

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

- **Medical Secretary**

Charlwood, RH6 0BN

Salary:

£25058.00

Type:

Permanent

Employer:

Elysium Healthcare

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

- **Medical Secretary**

Halifax, HX2 0QL

Salary:

Negotiable

Type:

Permanent

Employer:

Plane Trees Group Practice

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

- **Colposcopy Secretary**

Bodelwyddan, LL18 5UJ

Salary:

£26928.00 to £29551.00

Type:

Permanent

Employer:

Betsi Cadwaladr University Health Board

[Apply now on NHS Jobs for Colposcopy Secretary job \(opens in a new window\)](#) <sup>[52]</sup>

- **Private Secretary**

London, E14 5EA

Salary:

£44852.00 to £50472.00

Type:

Permanent

Employer:

UK Health Security Agency

[Apply now on NHS Jobs for Private Secretary job \(opens in a new window\)](#) <sup>[53]</sup>

- **Secretarial Assistant**

Sheffield, S10 2TH

Salary:

£24465.00

Type:

Fixed-Term

Employer:

Sheffield Children's NHS Foundation Trust

[Apply now on NHS Jobs for Secretarial Assistant job \(opens in a new window\)](#) <sup>[54]</sup>

- **Medical Secretary**

York, YO31 8HE

Salary:

£27485.00 to £30162.00

Type:

Permanent

Employer:

York and Scarborough Teaching Hospitals NHS Foundation Trust

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

- **Support Secretary**

TBC, LL17 0JL

Salary:

£23970.00

Type:

Permanent

Employer:

Betsi Cadwaladr University Health Board

[Apply now on NHS Jobs for Support Secretary job \(opens in a new window\)](#) <sup>[56]</sup>

- **Medical Secretary**

Crowborough, TN6 1XP

Salary:

£20809.50 to £27185.00

Type:

Permanent

Employer:

Horder Healthcare

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

- **Senior Secretary**

Warwick, CV34 5BW

Salary:

£27485.00 to £30162.00

Type:

Permanent

Employer:

South Warwickshire University NHS Foundation Trust

[Apply now on NHS Jobs for Senior Secretary job \(opens in a new window\)](#) <sup>[58]</sup>

- **Medical Secretary**

Sheffield, S7 1NF  
Sheffield, S9 4QH  
Sheffield, S9 1WN

Salary:

£23874.98 to £24671.79

Type:

Permanent

Employer:

Primary Care Sheffield

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

- **Team Secretary**

Warwick, CV34 5BW

Salary:

£24625.00 to £26598.00

Type:

Permanent

Employer:

South Warwickshire University NHS Foundation Trust

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

- **Personal Secretary**

Highbury, NG6 9DR

Salary:

£26530.00 to £29114.00

Type:

Fixed-Term

Employer:

Nottinghamshire Healthcare NHS Foundation Trust

[Apply now on NHS Jobs for Personal Secretary job \(opens in a new window\)](#) <sup>[61]</sup>

- **Medical Secretary**

HEMEL HEMPSTEAD, HP2 7YU

Salary:

Negotiable

Type:

Bank

Employer:

OSD Healthcare

[Apply now on NHS Jobs for Medical Secretary job \(opens in a new window\)](#) <sup>[62]</sup>

- **Senior Secretary**

Rhyl, LL18 5UJ

Salary:

£26928.00 to £29551.00

Type:

Permanent

Employer:

Betsi Cadwaladr University Health Board

[Apply now on NHS Jobs for Senior Secretary job \(opens in a new window\)](#) <sup>[63]</sup>

- **Medical Secretary**

Huddersfield, HD1 3AL

Salary:

Negotiable

Type:

Permanent

Employer:

The University Health Centre

[Apply now on NHS Jobs for Medical Secretary job \(opens in a new window\)](#) <sup>[64]</sup>

- **Medical Secretary**

Brackley, NN13 6QZ

Salary:

£12.89

Type:

Fixed-Term

Employer:

Brackley Medical Centre

[Apply now on NHS Jobs for Medical Secretary job \(opens in a new window\)](#) <sup>[65]</sup>

- **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 \(opens in a new window\)](#) <sup>[66]</sup>



- **Medical Secretary**

Nottingham, NG15 6DY

Salary:

Negotiable

Type:

Permanent

Employer:

Torkard Hill Medical Centre

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

- **Team Secretary**

Brighton, BN2 3EW

Salary:

£24625.00 to £25674.00

Type:

Permanent

Employer:

Sussex Partnership NHS Foundation Trust

[Apply now on NHS Jobs for Team Secretary job \(opens in a new window\)](#) <sup>[68]</sup>

- **Medical Secretary - Cardiology**

Bath, BA1 3NG

Salary:

£24625.00 to £25674.00

Type:

Permanent

Employer:

Royal United Hospitals Bath NHS Foundation Trust

[Apply now on NHS Jobs for Medical Secretary - Cardiology job \(opens in a new window\)](#) <sup>[69]</sup>

- **Medical Secretary (XN03)**

Leeds, LS7 4SA

Salary:

£24937.00 to £26598.00

Type:

Permanent

Employer:

Leeds Teaching Hospitals

[Apply now on NHS Jobs for Medical Secretary \(XN03\) job \(opens in a new window\)](#)

<sup>[70]</sup>

- **Senior Medical Secretary**

King's Lynn, PE30 4ET

Salary:

£26530.00 to £29114.00

Type:

Permanent

Employer:

The Queen Elizabeth Hospital King's Lynn NHSFT

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

[71]

- **Senior Medical Secretary**

Worcester, WR1 2AE

Salary:

£27485.00 to £30162.00

Type:

Permanent

Employer:

Herefordshire and Worcestershire Health and Care NHS Trust

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

[72]

- **Team Secretary - DOPMH**

Truro, TR1 3LJ

Salary:

£24625.00 to £25674.00

Type:

Permanent

Employer:

Cornwall Partnership NHS Foundation Trust

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

- **Clinical Team Secretary**

Newark, Nottinghamshire, NG24 3HG

Salary:

£24625.00 to £25674.00

Type:

Permanent

Employer:

Nottinghamshire Healthcare NHS Foundation Trust

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

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## • Further information

- [Association of Medical Secretaries, Practice Managers, Administrators and Receptionists](#) [75]
- [British Society of Medical Secretaries and Administrators](#) [76]

## Other roles that may interest you

- [Medical secretary/personal assistant](#) [77]
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