

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

- **Secretarial Assistant/Audio Typist - Peterborough**

Peterborough, PE3 9GZ

Salary:

£24465.00

Type:

Fixed-Term

Employer:

North West Anglia NHS Foundation Trust

[Apply now on NHS Jobs for Secretarial Assistant/Audio Typist - Peterborough job \(opens in a new window\)](#) ^[15]

- **Audio Typist**

York, YO31 8HE

Salary:

£24465.00

Type:

Permanent

Employer:

York and Scarborough Teaching Hospitals NHS Foundation Trust

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

- **Clerk/Typist**

317 02 Royal Victoria Infirmary, NE1 4LP

Salary:

£24465.00

Type:

Permanent

Employer:

The Newcastle upon Tyne Hospitals NHS Foundation Trust

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

- **Clerk Typist**

Penrith, CA11 8JA

Salary:

£24465.00

Type:

Permanent

Employer:

North Cumbria Integrated Care NHS Foundation Trust

[Apply now on NHS Jobs for Clerk Typist job \(opens in a new window\)](#) ^[18]

- **Administrator/Typist**

Maidenhead, SL6 6EL

Salary:

Negotiable

Type:

Permanent

Employer:

The Symons Medical Centre

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

- **Audio Typist**

York, YO31 8HE

Salary:

£24465.00

Type:

Permanent

Employer:

York and Scarborough Teaching Hospitals NHS Foundation Trust

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

- **Typist/Administrative Assistant**

Halifax, HX3 0PW

Salary:

£24465.00

Type:

Fixed-Term

Employer:

Calderdale and Huddersfield NHS Foundation Trust

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

- **Administrator/Audio Typist**

Bradford, BD5 0NA

Salary:

£24465.00

Type:

Permanent

Employer:

Bradford Teaching Hospitals NHS Foundation Trust

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

- **Haematology Clinic Clerk/Typist**

Merthyr Tydfil, CF47 9DT

Salary:

£25313.00 to £26999.00

Type:

Fixed-Term

Employer:

Cwm Taf Morgannwg University Health Board

[Apply now on NHS Jobs for Haematology Clinic Clerk/Typist job \(opens in a new window\)](#) ^[23]

- **Bank Support Typist - Band 2**

Bath, BA1 3NG

Salary:

£24465.00

Type:

Bank

Employer:

Royal United Hospitals Bath NHS Foundation Trust

[Apply now on NHS Jobs for Bank Support Typist - Band 2 job \(opens in a new window\)](#) ^[24]

- **Secretary/Support Secretary MH & LD**

Llanelli, SA14 8QF

Salary:

£25313.00 to £26999.00

Type:

Permanent

Employer:

Hywel Dda University Health Board

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

- **Secretary**

Rotherham, S60 1RY

Salary:

£24625.00 to £25674.00

Type:

Permanent

Employer:

The Rotherham NHS Foundation Trust

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

- **Secretary**

Boscombe, BH14JQ

Salary:

£19949.00 to £21278.00

Type:

Permanent

Employer:

Dorset HealthCare University NHS Foundation Trust

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

- **Medical Secretary**

Sleaford, NG34 7HD

Salary:

Negotiable

Type:

Permanent

Employer:

Sleaford Medical Group

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

- **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 \(opens in a new window\)](#) ^[29]

- **Support Secretary**

Rotherham, S60 2UD

Salary:

£24169.00

Type:

Permanent

Employer:

The Rotherham NHS Foundation Trust

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

- **Team Secretary**

Conwy, LL29 7RB

Salary:

£25313.00 to £26999.00

Type:

Fixed-Term

Employer:

Betsi Cadwaladr University Health Board

[Apply now on NHS Jobs for Team Secretary job \(opens in a new window\)](#) ^[31]

- **Support Secretary**

Bangor, LL57 2PW

Salary:

£24833.00

Type:

Permanent

Employer:

Betsi Cadwaladr University Health Board

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

- **Medical Secretary**

Rochdale, OL16 4PZ

Salary:

£24585.00 to £25934.00

Type:

Permanent

Employer:

Springhill Hospice

[Apply now on NHS Jobs for Medical Secretary job \(opens in a new window\)](#) ^[33]

- **Support Secretary**

Stafford, ST16 3SA

Salary:

£24937.00 to £26598.00

Type:

Fixed-Term

Employer:

University Hospital of North Midlands NHS Trust

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

- **Medical Secretary**

Hemel Hempstead, HP2 5XY

Salary:

£28860.00 to £31671.00

Type:

Permanent

Employer:

Hertfordshire Partnership University NHS Foundation Trust

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

- **Team Secretary**

Wantage, OX12 7AS

Salary:

£27485.00 to £30162.00

Type:

Permanent

Employer:

Oxford Health NHS Trust

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

- **Medical Secretary**

Aldridge Walsall, WS9 8AJ

Salary:

Negotiable

Type:

Permanent

Employer:

Northgate Practice

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

- **Medical Secretary**

Coventry, CV2 2DX

Salary:

£27485.00 to £30162.00

Type:

Permanent

Employer:

University Hospitals Coventry and Warwickshire NHS Trust

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

- **Medical Secretary**

Doncaster, DN6 0HZ
Mexborough, S64 9AE
Doncaster, DN12 4AB
Doncaster, DN12 3JW

Salary:

£13.00 to £13.50

Type:

Permanent

Employer:

AMP Group Practice

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

- **Medical Secretary**

Milton Keynes, MK113LL

Salary:

£12.21

Type:

Permanent

Employer:

Watling Street Network PCN

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

- **Medical Secretary**

Middlesbrough, TS1 3RY
Middlesbrough, TS13RY

Salary:

Negotiable

Type:

Permanent

Employer:

Borough Road & Nunthorpe Medical Group

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

- **Medical Secretary**

Redruth, TR15 3ER

Salary:

£24937.00 to £26598.00

Type:

Permanent

Employer:

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

- **Medical Secretary**

Luton, LU4 0DZ

Salary:

£26530.00 to £29114.00

Type:

Permanent

Employer:

Bedfordshire Hospitals NHS Foundation Trust

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

- **Secretarial Assistant**

Sheffield, S10 5DD

Salary:

£24465.00

Type:

Permanent

Employer:

Sheffield Children's NHS Foundation Trust

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

- **Medical Secretary**

Northallerton, DL7 8AW

Salary:

Negotiable

Type:

Permanent

Employer:

Mayford House Surgery

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

- **Secretarial Assistant**

Sheffield, S10 5DD

Salary:

£24465.00

Type:

Permanent

Employer:

Sheffield Children's NHS Foundation Trust

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

- **Medical Secretary**

Deal, CT14 9LF

Salary:

Negotiable

Type:

Permanent

Employer:

St Richard's Road Surgery

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

- **Medical Secretary**

Bodelwyddan, LL18 5UJ

Salary:

£25313.00 to £26999.00

Type:

Fixed-Term

Employer:

Betsi Cadwaladr University Health Board

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

- **Medical Secretary**

Gateshead, NE11 0QD

Salary:

£12.75

Type:

Bank

Employer:

Community Based Care Workforce Solutions LTD

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

- **Safeguarding Secretary**

Doncaster, DN2 5LT

Salary:

£24937.00 to £26598.00

Type:

Permanent

Employer:

Doncaster & Bassetlaw Teaching Hospitals NHS FT

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

^[49]

- **Support Secretary**

Cwmbran, NP44 8YN

Salary:

£25313.00 to £26999.00

Type:

Permanent

Employer:

Aneurin Bevan University Health Board

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

- **Medical Secretary**

Sheffield, S10 2TH

Salary:

£24937.00 to £26598.00

Type:

Fixed-Term

Employer:

Sheffield Children's NHS Foundation Trust

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

- **Medical Secretary**

Derby, DE72 3HG

Derby, DE72 3DS

Salary:

Negotiable

Type:

Permanent

Employer:

Overdale Medical Practice

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

- **Medical Secretary**

Tetbury, GL8 8XB

Salary:

£27485.00 to £30162.00

Type:

Permanent

Employer:

Tetbury Hospital

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

- **Medical Secretary**

London, E9 5TD

Salary:

£33094.00 to £36195.00

Type:

Fixed-Term

Employer:

East London NHS Foundation Trust

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

- **Medical Secretary**

Oldbury, B68 9DU

Salary:

Negotiable

Type:

Permanent

Employer:

Hill Top Medical Centre

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

- **Medical Secretary**

Bangor, LL57 2PW

Salary:

£25313.00 to £26999.00

Type:

Permanent

Employer:

Betsi Cadwaladr University Health Board

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

- **Secretary - Dietetics**

Wolverhampton, WV10 0QP

Salary:

£24937.00 to £26598.00

Type:

Permanent

Employer:

The Royal Wolverhampton NHS Trust

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

- **Medical Secretary**

Bodelwyddan, LL18 5UJ

Salary:

£25313.00 to £26999.00

Type:

Permanent

Employer:

Betsi Cadwaladr University Health Board

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

- **Secretary/Administrator**

Barnsley, S72 8SU

Penistone, S36 6DY

Salary:

£24937.00 to £26598.00

Type:

Permanent

Employer:

South West Yorkshire Partnership NHS Trust

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

^[59]

- **Medical Secretary**

Stoke on Trent, ST6 5JJ

Salary:

£24937.00 to £26598.00

Type:

Permanent

Employer:

North Staffordshire Combined Healthcare Trust

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

- **Medical Secretary**

Oldham, OL1 2JH

Salary:

£24937.00 to £26598.00

Type:

Permanent

Employer:

Northern Care Alliance NHS Foundation Trust

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

- **Medical Secretary**

Abbots Langley, WD5 0HT

Salary:

£27857.00 to £30570.00

Type:

Permanent

Employer:

Hertfordshire Partnership University NHS Foundation Trust

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

- **Theatre Secretary**

Wrexham, LL13 7TD

Salary:

£25313.00 to £26999.00

Type:

Permanent

Employer:

Betsi Cadwaladr University Health Board

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

- **Medical Secretary**

London, SE16 2PE

Salary:

Negotiable

Type:

Permanent

Employer:

Park Medical Centre

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

- **Medical Secretary**

Leeds, LS14 6DX

Salary:

£12.21

Type:

Permanent

Employer:

Dr S Laybourn and Partners

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

- **Team Secretary**

Bromley, BR2 8JA

Salary:

£29651.00 to £31312.00

Type:

Permanent

Employer:

Oxleas NHS Foundation Trust

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

- **Medical Secretary**

Harlow, CM18 6YJ

Salary:

£12.80

Type:

Permanent

Employer:

Lister Medical Centre

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

- **Team Secretary**

Blackwood, NP12 2DG

Salary:

£25313.00 to £26999.00

Type:

Permanent

Employer:

Aneurin Bevan University Health Board

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

- **Secretarial Assistant**

Redditch, B98 0NR

Salary:

£13.27

Type:

Permanent

Employer:

Winyates Health Centre

[Apply now on NHS Jobs for Secretarial Assistant job \(opens in a new window\)](#) [69]

- **Team Secretary**

Southampton, SO18 1HZ

Salary:

£24937.00 to £26598.00

Type:

Permanent

Employer:

Hampshire and Isle of Wight Healthcare NHS Foundation Trust

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

- **Medical Secretary**

Sheffield, S6 3BR

Salary:

£24937.00 to £26598.00

Type:

Fixed-Term

Employer:

Sheffield Children's NHS Foundation Trust

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

- **Medical Secretary**

Burton-on-trent, DE13 8PD

Salary:

Negotiable

Type:

Permanent

Employer:

The Yoxall Practice

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

- **Patient Secretary**

Mansfield, NG18 4GW

Salary:

£24937.00 to £26598.00

Type:

Fixed-Term

Employer:

Nottinghamshire Healthcare NHS Foundation Trust

[Apply now on NHS Jobs for Patient 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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Links

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