

# 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

- **Clerk Typist**

Whitehaven, CA28 8JG

Salary:

£24169.00

Type:

Permanent

Employer:

North Cumbria Integrated Care NHS Foundation Trust

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

- **Medical Typist/Administrator**

Canterbury, CT1 1WL

Canterbury, CT2 9HP

Canterbury, CT4 7JU

Salary:

Negotiable

Type:

Permanent

Employer:

Northgate Medical Practice

[Apply now on NHS Jobs for Medical Typist/Administrator job \(opens in a new window\)](#) <sup>[16]</sup>

- **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 \(opens in a new window\)](#) <sup>[17]</sup>

- **Medical Secretary**

Chelmsford, CM1 3EH

Salary:

Negotiable

Type:

Permanent

Employer:

- **Medical Secretary**

Thames Ditton, KT7 0UP

Salary:

£12.50

Type:

Permanent

Employer:

Thorkhill Surgery

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

- **Medical Secretary**

Blyth, NE24 1HD

Salary:

Negotiable

Type:

Permanent

Employer:

Railway Medical Group

[Apply now on NHS Jobs for Medical Secretary job \(opens in a new window\)](#) <sup>[20]</sup>

- **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 \(opens in a new window\)](#) <sup>[21]</sup>

- **Medical Secretary**

Lichfield, WS13 6EE

Salary:

£26530.00 to £29114.00

Type:

Permanent

Employer:

Midlands Partnership NHS Foundation Trust

[Apply now on NHS Jobs for Medical Secretary job \(opens in a new window\)](#) <sup>[22]</sup>

- **Team Secretary**

Sunderland, SR47TP

Salary:

£24625.00 to £25674.00

Type:

Fixed-Term

Employer:

South Tyneside and Sunderland NHS Foundation Trust

[Apply now on NHS Jobs for Team Secretary job \(opens in a new window\)](#) <sup>[23]</sup>

- **Medical Secretary**

Plymouth, PL6 8DH

Salary:

£24625.00 to £25674.00

Type:

Permanent

Employer:

University Hospitals Plymouth NHS Trust

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

- **Medical Secretary**

Plymouth, PL6 8DH

Salary:

£24625.00 to £25674.00

Type:

Permanent

Employer:

University Hospitals Plymouth NHS Trust

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

- **Medical Secretary**

Carlisle, Cumbria, CA2 7HY

Salary:

£26530.00 to £29114.00

Type:

Permanent

Employer:

North Cumbria Integrated Care NHS Foundation Trust

[Apply now on NHS Jobs for Medical Secretary job \(opens in a new window\)](#) <sup>[25]</sup>

- **Team Secretary**

North Shields, NE29 8NH

Salary:

£24937.00 to £26598.00

Type:

Fixed-Term

Employer:

Northumbria Healthcare NHS Foundation Trust

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

- **Medical Secretary**

Ipswich, IP1 5EN

Ipswich, IP1 6DW

Ipswich, IP1 4BX

Salary:

Negotiable

Type:

Permanent

Employer:

Cardinal Medical Practice

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

- **Medical Secretary**

Oxford, OX3 9JA

Salary:

Negotiable

Type:

Permanent

Employer:

Hedena Health Ltd

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

- **Medical Secretary**

Rotherham, S66 2JQ

Salary:

£12733.00

Type:

Permanent

Employer:

Dr Clarke & Partners

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

- **Medical Secretary**

Fareham, PO16 7ER

Salary:

£24625.00 to £25674.00

Type:

Permanent

Employer:

Hampshire and Isle of Wight Healthcare NHS Foundation Trust

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

- **Medical Secretary**

Knebworth, SG3 6ER

Salary:

£13.00

Type:

Permanent

Employer:

Knebworth & Marymead Medical Practice

[Apply now on NHS Jobs for Medical Secretary job \(opens in a new window\)](#) <sup>[31]</sup>

- **Team Secretary**

Hastings, TN34 3AA

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>[32]</sup>

- **Team Secretary**

Welwyn Garden City, AL8 6HG

Salary:

£27857.00 to £30570.00

Type:

Permanent

Employer:

Hertfordshire Partnership University NHS Foundation Trust

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



- **Medical Secretary**

Torquay, TQ2 7AA

Salary:

£24625.00 to £25674.00

Type:

Secondment

Employer:

Torbay and South Devon NHS Foundation Trust

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

- **Medical Secretary**

Brighton, BN2 5BE

Salary:

£26530.00 to £29114.00

Type:

Permanent

Employer:

University Hospitals Sussex NHS Foundation Trust (279)

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

- **Medical Secretary**

Halifax/Huddersfield, HD3 3EA

Salary:

£24937.00 to £26598.00

Type:

Fixed-Term

Employer:

Calderdale and Huddersfield NHS Foundation Trust

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

- **Microbiology Secretary**

Chertsey, KT16 0PZ

Salary:

£26240.00 to £27928.00

Type:

Permanent

Employer:

Ashford & St. Peter's Hospitals NHS Foundation Trust

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

<sup>[37]</sup>

- **Medical Secretary**

Birmingham, B43 7HB

Salary:

Negotiable

Type:

Permanent

Employer:

Great Barr Medical Centre

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

- **Medical Secretary**

Sunderland, SR3 4AG

Salary:

£26530.00 to £29114.00

Type:

Permanent

Employer:

South Tyneside and Sunderland NHS Foundation Trust

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

- **Clinical Secretary**

Chester, CH2 1BQ

Salary:

£24071.00 to £25674.00

Type:

Permanent

Employer:

Cheshire and Wirral Partnership NHS Foundation Trust

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

- **Medical Secretary**

Brighton, BN2 5BF

Salary:

£26530.00 to £29114.00

Type:

Permanent

Employer:

University Hospitals Sussex NHS Foundation Trust (279)

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

- **Medical Secretary**

Brighton, BN2 3EW

Salary:

£26530.00 to £29114.00

Type:

Permanent

Employer:

University Hospitals Sussex NHS Foundation Trust (279)

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

- **Medical Secretary**

Plymouth, PL6 8BQ

Salary:

£24625.00 to £25674.00

Type:

Fixed-Term

Employer:

University Hospitals Plymouth NHS Trust

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

- **Medical Secretary**

Brighton, BN2 3EW

Salary:

£26530.00 to £29114.00

Type:

Permanent

Employer:

University Hospitals Sussex NHS Foundation Trust (279)

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

- **Medical Secretary**

Hull, HU3 3SW

Salary:

£24625.00 to £25674.00

Type:

Permanent

Employer:

Humber Teaching NHS Foundation Trust

[Apply now on NHS Jobs for Medical Secretary job \(opens in a new window\)](#) <sup>[44]</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>[45]</sup>

- **Medical Secretary**

Sheffield, S10 2JF

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>[46]</sup>

- **Medical Secretary**

Devizes, SN10 2BU

Salary:

£12.53 to £13.00

Type:

Permanent

Employer:

The Lansdowne Surgery

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

- **Secretary / Administrator**

Mexborough, S64 8NB

Salary:

Negotiable

Type:

Permanent

Employer:

Crown Street Surgery

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

<sup>[48]</sup>

- **Medical Secretary**

Nr Pontypool, NP4 0AH

Salary:

£26890.00

Type:

Permanent

Employer:

Elysium Healthcare

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

- **Administration Secretary**

Southampton, SO14 0YG

Salary:

£24625.00 to £25674.00

Type:

Fixed-Term

Employer:

Hampshire and Isle of Wight Healthcare NHS Foundation Trust

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

<sup>[50]</sup>

- **Support Secretary**

Cardiff, CF14 4XW

Salary:

£24433.00 to £26060.00

Type:

Permanent

Employer:

Cardiff and Vale University Health Board

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

- **Medical Secretary**

St Albans, AL5 5TL

Salary:

£27857.00 to £30570.00

Type:

Permanent

Employer:

Hertfordshire Partnership University NHS Foundation Trust

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

- **Medical Secretary**

Bodmin, PL31 2JJ

Bodmin, PL31 2FR

Bodmin, PL31 2LB

Salary:

Negotiable

Type:

Permanent

Employer:

Bosvena Health

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

- **Medical Secretary**

Didcot, OX11 7GD

Salary:

Negotiable

Type:

Permanent

Employer:

Oak Tree Health Centre

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

- **Medical Secretary**

High Wycombe, HP12 3AF

Salary:

Negotiable

Type:

Permanent

Employer:

Tower House Surgery

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

- **Medical Secretary**

Halstead, CO9 1EX

Salary:

Negotiable

Type:

Permanent

Employer:

Primary Care Careers

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

- **Clinical Secretary**

Worksop, S80 2BZ

Salary:

£24625.00 to £25674.00

Type:

Permanent

Employer:

Nottinghamshire Healthcare NHS Foundation Trust

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

- **Medical Secretary**

Harrogate, HG2 7SX

Salary:

£24625.00 to £25674.00

Type:

Permanent

Employer:

Harrogate and District NHS Foundation Trust

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

- **Medical Secretary**

Halesworth, IP19 8SG

Salary:

Negotiable

Type:

Permanent

Employer:

Cutlers Hill Surgery

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

- **Medical Secretary**

Didcot, OX11 7JH

Salary:

£12.21

Type:

Permanent

Employer:

Didcot Health Centre

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

- **Medical Secretary**

London, NW10 5UY

Salary:

Negotiable

Type:

Fixed-Term

Employer:

Primary Care Management Solutions Ltd

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

- **Medical Secretary**

kent, Br7 5aq

Chislehurst, BR7 6DB

Salary:

£13.20

Type:

Permanent

Employer:

The Chislehurst Partnership

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

- **Clinic Secretary Support**

Sunderland, SR4 7TP

Sunderland, SR3 4AG

Salary:

£24625.00 to £25674.00

Type:

Fixed-Term

Employer:

South Tyneside and Sunderland NHS Foundation Trust

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

<sup>[63]</sup>

- **Support Medical Secretary**

Dudley, DY1 2HQ

Salary:

£24625.00 to £25674.00

Type:

Fixed-Term

Employer:

The Dudley Group NHS Foundation Trust



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

- **Senior Medical Secretary**

Gobowen, SY10 7AG

Salary:

£26530.00 to £29114.00

Type:

Fixed-Term

Employer:

Robert Jones and Agnes Hunt Orthopaedic Hospital NHS Foundation Trust

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

- **Medical Secretary/Administrator**

Shrewsbury, SY3 0PF

Salary:

Negotiable

Type:

Permanent

Employer:

The Beeches Medical Practice

[Apply now on NHS Jobs for Medical Secretary/Administrator job \(opens in a new window\)](#) <sup>[66]</sup>

- **Dermatology Medical Secretary**

Dorchester, DT1 1QR

Salary:

£24625.00 to £25674.00

Type:

Permanent

Employer:

Dorset County Hospital NHS Foundation Trust

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

- **Medical Support Secretary**

DavyHulme, M41 5SL

Salary:

£24625.00 to £25674.00

Type:

Permanent

Employer:

Greater Manchester Mental Health NHSFT

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

- **Support Service Secretary**

York, YO30 5RA

Salary:

£24625.00 to £25674.00

Type:

Fixed-Term

Employer:

Leeds and York Partnership NHS Foundation Trust

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

- **Secretary team leader**

Manchester, M21 9NJ

Salary:

Negotiable

Type:

Permanent

Employer:

Chorlton Family Practice

[Apply now on NHS Jobs for Secretary team leader job \(opens in a new window\)](#) <sup>[70]</sup>

- **Assistant Medical Secretary**

York, YO31 8HE

Salary:

£24937.00 to £26598.00

Type:

Fixed-Term

Employer:

York and Scarborough Teaching Hospitals NHS Foundation Trust

[Apply now on NHS Jobs for Assistant Medical Secretary job \(opens in a new window\)](#) <sup>[71]</sup>

- **PA Medical Secretary**

Manchester, M20 4BX

Salary:

£26530.00 to £29114.00

Type:

Permanent  
Employer:  
The Christie NHS FT  
[Apply now on NHS Jobs for PA Medical Secretary job \(opens in a new window\)](#) [72]

## • Further information

- [Association of Medical Secretaries, Practice Managers, Administrators and Receptionists](#) [73]
- [British Society of Medical Secretaries and Administrators](#) [74]

## Other roles that may interest you

- [Medical secretary/personal assistant](#) [75]
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