

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

- **Audio Typist**

Sheffield, S10 2SJ

Salary:

£24169.00

Type:

Permanent

Employer:

Sheffield Teaching Hospitals NHS Foundation Trust

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

- **Clinical Typist**

Chesterfield, S44 5BL

Salary:

£24169.00

Type:

Permanent

Employer:

Chesterfield Royal Hospital NHS Foundation Trust

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

- **PACCT Audio Typist**

Newport, NP20 2UB

Salary:

£24433.00 to £26060.00

Type:

Permanent

Employer:

Aneurin Bevan University Health Board

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

- **Typist- Head & Neck Specialties**

Taunton, TA1 5DA

Salary:

£24169.00 to £24169.00

Type:

Permanent

Employer:

Somerset NHS Foundation Trust

[Apply now on NHS Jobs for Typist- Head & Neck Specialties job \(opens in a new window\)](#) ^[18]

- **Medical Secretary**

Sleaford, NG34 7HD

Salary:

Negotiable

Type:

Permanent

Employer:

Sleaford Medical Group

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

- **Senior Secretary**

Yeovil, BA20 2BN

Salary:

£26530.00 to £29114.00

Type:

Permanent

Employer:

Somerset NHS Foundation Trust

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

- **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 \(opens in a new window\)](#) ^[21]

- **Medical Secretary**

Bodelwyddan, LL18 5UJ

Salary:

£24433.00 to £26060.00

Type:

Fixed-Term

Employer:

Betsi Cadwaladr University Health Board

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

- **Team Secretary**

Warwick, CV34 5BW

Salary:

£24937.00 to £26598.00

Type:

Permanent

Employer:

South Warwickshire University NHS Foundation Trust

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

- **Administrator/secretary**

Rochdale, OL11 5AQ

Salary:

Negotiable

Type:

Permanent

Employer:

Edenfield Road Surgery

[Apply now on NHS Jobs for Administrator/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]

- **Medical Secretary**

Liverpool, L9 7LJ

Salary:

£26530.00 to £29114.00

Type:

Permanent

Employer:

The Walton Centre NHS Foundation Trust

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

- **Medical Secretary**

Victoria Road, Macclesfield, SK10 3BL

Salary:

£26530.00 to £29114.00

Type:

Permanent

Employer:

East Cheshire NHS Trust

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

- **Support Secretary**

Plymouth, PL68DH

Salary:

£24169.00

Type:

Permanent

Employer:

University Hospitals Plymouth NHS Trust

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

- **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 \(opens in a new window\)](#) ^[30]

- **Medical Secretary**

Aldridge Walsall, WS9 8AJ

Salary:

Negotiable

Type:

Permanent

Employer:

Northgate Practice

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

- **Medical Secretary**

Hornsea, HU18 1LP

Salary:

Negotiable

Type:

Permanent

Employer:

Eastgate Medical Group

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

- **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 \(opens in a new window\)](#) [33]

- **Secretary/Administrator**

St. Helens, WA10 1HJ

Salary:

£24625.00 to £25674.00

Type:

Permanent

Employer:

Mersey and West Lancashire Teaching Hospitals NHS Trust

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

[34]

- **Support Secretary**

Sheffield, S10 2TH

Salary:

£24937.00 to £26598.00

Type:

Permanent

Employer:

Sheffield Children's NHS Foundation Trust

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

- **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 \(opens in a new window\)](#) [36]

- **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 \(opens in a new window\)](#) [37]

- **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 \(opens in a new window\)](#) [38]

- **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 \(opens in a new window\)](#) ^[39]

- **Medical Secretary**

Norwich, NR7 9QL

Salary:

Negotiable

Type:

Permanent

Employer:

Thorpewood Medical Group

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

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

^[41]

- **Medical Secretary**

Halesworth, IP19 8SG

Salary:

Negotiable

Type:

Permanent

Employer:

Cutlers Hill Surgery

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

- **Medical Secretary**

London, SE3 7HB

Salary:

£13.21

Type:

Permanent

Employer:

Blackheath Standard PMS

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

- **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 \(opens in a new window\)](#) ^[44]

- **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 \(opens in a new window\)](#) ^[45]

- **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 \(opens in a new window\)](#) ^[46]

- **Medical Secretary**

Bangor, LL57 2PW

Salary:

£24433.00 to £26060.00

Type:

Permanent

Employer:

Betsi Cadwaladr University Health Board

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

- **Medical Secretary**

Halifax, HX2 0QL

Salary:

Negotiable

Type:

Permanent

Employer:

Plane Trees Group Practice

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

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

Didcot, OX11 7GD

Salary:

Negotiable

Type:

Permanent

Employer:

Oak Tree Health Centre

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

- **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 \(opens in a new window\)](#) ^[52]

- **Medical Secretary**

Darlington, DL3 6HX

Salary:

£24625.00 to £25674.00

Type:

Permanent

Employer:

County Durham & Darlington NHS Foundation Trust

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

- **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 \(opens in a new window\)](#) ^[54]

- **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 \(opens in a new window\)](#) [55]

- **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 \(opens in a new window\)](#) [56]

- **Team Secretary**

Hove, BN3 4AG

Salary:

£24625.00 to £25674.00

Type:

Permanent

Employer:

Sussex Partnership NHS Foundation Trust

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

- **Medical Secretary**

Huddersfield, HD1 3AL

Salary:

Negotiable

Type:

Permanent

Employer:

The University Health Centre

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

- **Medical Secretary**

Brackley, NN13 6QZ

Salary:

£12.89

Type:

Fixed-Term

Employer:

Brackley Medical Centre

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

- **Team Secretary**

Leamington Spa, CV31 1JN

Salary:

£24625.00 to £25674.00

Type:

Permanent

Employer:

Coventry and Warwickshire Partnership Trust

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

- **Team Secretary**

Warwick, CV34 5BW

Salary:

£24937.00 to £26598.00

Type:

Permanent

Employer:

South Warwickshire University NHS Foundation Trust

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

- **Team Secretary**

Warwick, CV34 5BW

Salary:

£24937.00 to £26598.00

Type:

Permanent

Employer:

South Warwickshire University NHS Foundation Trust

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

- **Medical Secretary (Bank)**

Tetbury, GL8 8XB

Salary:

£12.59

Type:

Bank

Employer:

Tetbury Hospital

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

[63]

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

[64]

- **Support Medical Secretary**

Bebington, CH63 4JY

Salary:

£24625.00 to £25674.00

Type:

Fixed-Term

Employer:

Wirral University Teaching Hospitals NHS Trust

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

- **Medical Secretary - Ophthalmology**

Harrogate, HG2 7SX

Salary:

£24625.00 to £25674.00

Type:

Fixed-Term

Employer:

Harrogate and District NHS Foundation Trust

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

- **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 \(opens in a new window\)](#) ^[67]

- **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 \(opens in a new window\)](#) ^[68]

- **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 \(opens in a new window\)](#) ^[69]

- **2510 - Medical Secretary**

Barnsley, S75 2EP

Salary:

£24071.00 to £25674.00

Type:

Permanent

Employer:

Barnsley Hospital NHS Foundation Trust

[Apply now on NHS Jobs for 2510 - Medical Secretary job \(opens in a new window\)](#)

[70]

- **Personal Medical Secretary**

Sunderland, SR4 7TP

Salary:

£26530.00 to £29114.00

Type:

Permanent

Employer:

South Tyneside and Sunderland NHS Foundation Trust

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

- **Paediatric Relief Secretary**

Bodelwyddan, LL18 5UJ

Salary:

£24433.00 to £26060.00

Type:

Permanent

Employer:

Betsi Cadwaladr University Health Board

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

- **Support Secretary Neurology**

Redditch, B98 7UB

Salary:

£24625.00 to £25674.00

Type:

Permanent

Employer:

Worcestershire Acute Hospitals NHS Trust

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

- **Medical Secretary - Osteoporosis**

Torquay, TQ2 7AA

Salary:

£24071.00 to £25674.00

Type:

Permanent

Employer:

Torbay and South Devon NHS Foundation Trust

Apply now on NHS Jobs for Medical Secretary - Osteoporosis job (opens in a new window) [74]

• 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]
- Human resources staff [78]
- Finance staff [79]
- Administrative management [80]

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