

Medical secretary/personal assistant

NHS medical secretaries make sure that our frontline staff are able to dedicate their time to patient care while our personal assistants support our senior leaders.

Working life

As a medical secretary or personal assistant, you'll usually work for a senior member of staff or group of staff. You'll support the work of a department by taking on administrative and secretarial tasks. For example:

- typing
- arranging meetings and taking minutes
- managing diaries
- arranging travel
- dealing with enquiries
- taking phone calls
- ordering stationery
- dealing with post and emails
- creating and updating spreadsheets and databases

wht-female-clerk-ambulance

You could be based in clinical areas such as:

- hospital departments of all types
- specialist clinics, including cancer centres or accident and emergency units
- GP surgeries and health centres

You may have contact with patients and their families as well as with healthcare staff and other admin staff.

Apprenticeships logo

Personal assistants may also be based in non-clinical areas such as NHS headquarters buildings where there is little or no contact with patients.

Medical secretaries/personal assistants may supervise a team of admin/secretarial staff such as clerks ^[1] or typists ^[2].

Entry requirements, skills and interests

Medical secretaries/personal assistants have usually worked elsewhere in the NHS so they have experience of medical terminology and NHS ways of working.

There are no set entry requirements for a medical secretary/personal assistant. However, employers expect excellent keyboard skills. They may 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 ^[3] through an administrative role and through further training and qualifications, progress to more senior roles as a medical secretary or personal assistant.

They support the work of a department.

Personal characteristics

As a medical secretary or personal assistant, 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 qualifications such as NVQs or those from:

- the Association of Medical Secretaries, Practice Managers, Administrators and Receptionists ^[4] (AMSPAR)

- the [British Society of Medical Secretaries and Administrators](#) ^[5] (BSMSA)

Some medical secretaries/personal assistants 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

Medical secretaries and personal assistants in the NHS are paid on the [Agenda for Change](#) ^[6] (AfC ^[7]) pay system. You'd typically be on a salary at AfC ^[7] band 3 or 4 and could progress, with further training and qualifications to posts at band 5. Terms and conditions will be different for administrative staff working outside of the NHS. Medical secretaries/personal assistants work standard hours of around 37.5 a week. In some jobs, this could involve early starts, evenings and weekends.

• Where the role can lead

With experience, you could become a manager, responsible for an admin or secretarial department. Some medical secretaries/personal assistants move into other areas such as finance ^[8], HR ^[9] or health records ^[10]. You may also have the opportunity to move into informatics, ^[11] 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.](#) ^[12]

Most NHS trusts advertise their vacancies on [NHS Jobs](#) ^[13]. Some of the current vacancies are below.

Find a vacancy

Enter your location or postcode

Show results within

Search

- **Personal Assistant**

Port Talbot, SA12 7BX

Salary:

£26928.00 to £29551.00

Type:

Fixed-Term

Employer:

Swansea Bay University Health Board

[Apply now on NHS Jobs for Personal Assistant job \(opens in a new window\)](#) ^[14]

- **Personal Assistant**

Blackpool, FY3 8NR

Salary:

£26006.00 to £31440.00

Type:

Permanent

Employer:

Blackpool Teaching Hospitals NHS Foundation Trust

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

- **Personal Assistant**

Middlesbrough, TS4 3AF

Salary:

£26530.00 to £29114.00

Type:

Permanent

Employer:

Tees Esk and Wear Valleys NHS Foundation Trust

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

- **Medical Secretary and Admin Assistant**

Oxford, OX1 2NA

Oxford, OX29JS

Salary:

£14.00

Type:

Permanent

Employer:

19 Beaumont St GP Surgery

[Apply now on NHS Jobs for Medical Secretary and Admin Assistant job \(opens in a new window\)](#) ^[17]

- **Outpatients Personal Assistant / Administration Assistant**

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 Outpatients Personal Assistant / Administration](#)

[Assistant job \(opens in a new window\)](#) ^[18]

- **Medical Secretary**

London, SE3 7HB

Salary:

£13.21

Type:

Permanent

Employer:

Blackheath Standard PMS

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

- **Medical Secretary**

Totnes, TQ9 5JA

Salary:

£12.65

Type:

Permanent

Employer:

Leatside Surgery

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

- **Medical Secretary**

Welwyn, AL6 9ER

Salary:

£27857.00 to £30570.00

Type:

Permanent

Employer:

Hertfordshire Partnership University NHS Foundation Trust

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

- **Medical Secretary**

Chelmsford, CM1 3EH

Salary:

Negotiable

Type:

Permanent

Employer:

Primary Care Careers

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

- **Medical Secretary**

Bournemouth, BH7 7DW

Salary:

£24625.00 to £25674.00

Type:

Permanent

Employer:

University Hospitals Dorset NHS Foundation Trust

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

- **Medical Secretary**

Feering, CO5 9SE

Salary:

Negotiable

Type:

Permanent

Employer:

Primary Care Careers

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

- **Medical Secretary**

Pentre, Rhondda, CF41 7BT

Salary:

£24433.00 to £26060.00

Type:

Permanent

Employer:

Cwm Taf Morgannwg University Health Board

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

- **Medical Secretary**

Farnborough, GU14 0NP

Salary:

Negotiable

Type:

Permanent

Employer:

Voyager Family Health

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

- **Medical Secretary**

Oxford, OX3 9JA

Salary:

Negotiable

Type:

Permanent

Employer:

Hedena Health Ltd

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

- **Medical Secretary**

Rotherham, S66 2JQ

Salary:

£12733.00

Type:

Permanent

Employer:

Dr Clarke & Partners

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

- **Medical Secretary**

Bournemouth, BH8 8DE

Salary:

Negotiable

Type:

Permanent

Employer:

Shelley Manor & Holdenhurst Medical Centre

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

- **Medical Secretary**

Newcastle upon Tyne, NE6 4QD

Salary:

Negotiable

Type:

Permanent

Employer:

Benfield Park Medical Group

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

- **Medical Secretary**

Walsall, WS2 9XH

Salary:

£26530.00 to £29114.00

Type:

Fixed-Term

Employer:

Black Country Healthcare NHS Foundation Trust

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

- **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 \(opens in a new window\)](#) ^[32]

- **Medical Secretary**

Colchester, CO3 4LN

Salary:

Negotiable

Type:

Permanent

Employer:

Primary Care Careers

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

- **Medical Secretary**

Colchester, CO3 4LN

Salary:

Negotiable

Type:

Permanent

Employer:

Primary Care Careers

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

- **Medical Secretary**

Sheffield, S10 2TH

Salary:

£24625.00 to £25674.00

Type:

Fixed-Term

Employer:

Sheffield Children's NHS Foundation Trust

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

- **Medical Secretary**

Doncaster, DN1 2DS

Salary:

Negotiable

Type:

Permanent

Employer:

Regent Square Group Practice

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

- **Medical Secretary**

Wymondham, NR18 0RF

Salary:

£12.21

Type:

Permanent

Employer:

Wymondham Medical Partnership

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

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

- **Medical Secretary**

Great Yarmouth, NR31 6LA

Salary:

£24625.00 to £25674.00

Type:

Fixed-Term

Employer:

James Paget University Hospitals NHS Foundation Trust

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

- **Medical Secretary**

Ashington, NE63 9JJ

Salary:

£24625.00 to £25674.00

Type:

Fixed-Term

Employer:

Northumbria Healthcare NHS Foundation Trust

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

- **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 \(opens in a new window\)](#) ^[40]

- **Medical Secretary**

Minehead, TA24 6DF

Salary:

£26530.00 to £29114.00

Type:

Permanent

Employer:

Somerset NHS Foundation Trust

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

- **Medical Secretary**

Durham, DH1 5TW

Salary:

£24625.00 to £25674.00

Type:

Permanent

Employer:

County Durham & Darlington NHS Foundation Trust

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

- **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 \(opens in a new window\)](#) ^[43]

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

- **Medical Secretary**

Plymouth, PL6 8DH

Salary:

£24625.00 to £25674.00

Type:

Fixed-Term

Employer:

University Hospitals Plymouth NHS Trust

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

- **Medical Secretary**

Didcot, OX11 7GD

Salary:

Negotiable

Type:

Permanent

Employer:

Oak Tree Health Centre

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

- **Medical Secretary**

Darlington, North East, DL1 2LN

Salary:

£28260.00 to £28260.00

Type:

Permanent

Employer:

Cygnnet Health Care

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

- **Medical secretary**

Ivybridge, PL219AE

Salary:

£12.42

Type:

Permanent

Employer:

Beacon Medical Group

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

- **Medical Secretary**

Wolverhampton, WV100QP

Salary:

£26530.00 to £29114.00

Type:

Fixed-Term

Employer:

Black Country Healthcare NHS Foundation Trust

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

- **Medical Secretary**

Didcot, OX11 7JH

Salary:

£12.21

Type:

Permanent

Employer:

Didcot Health Centre

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

- **Medical Secretary**

Romford, RM3 0DR

Salary:

Negotiable

Type:

Permanent

Employer:

The Greenwood Practice

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

- **Medical Secretary**

Great Yarmouth, NR31 6LA

Salary:

£24625.00 to £25674.00

Type:

Fixed-Term

Employer:

James Paget University Hospitals NHS Foundation Trust

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

- **Medical Secretary**

Didcot, OX11 7JH

Salary:

£12.21

Type:

Permanent

Employer:

Didcot Health Centre

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

- **Medical Secretary**

Newton Aycliffe, DL5 5LH

Salary:

£12.95 to £13.95

Type:

Permanent

Employer:

Bewick Crescent Surgery

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

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

- **Fixed Term Personal Assistant**

Birmingham, B152QD

Salary:

£33000.00

Type:

Fixed-Term

Employer:

Practice Plus Group

[Apply now on NHS Jobs for Fixed Term Personal Assistant job \(opens in a new window\)](#) ^[55]

- **Patient Services Assistant Medical Secretary - Medicine Administration**

Grimsby, DN33 2BA

Salary:

£24169.00

Type:

Permanent

Employer:

Northern Lincolnshire and Goole NHS Foundation Trust

[Apply now on NHS Jobs for Patient Services Assistant Medical Secretary - Medicine Administration job \(opens in a new window\)](#) ^[56]

- **Medical Secretary - Gastroenterology**

Dorchester, DT1 2JY

Salary:

£24625.00 to £25674.00

Type:

Permanent

Employer:

Dorset County Hospital NHS Foundation Trust

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

- **Senior Medical Secretary**

Aberystwyth, SY23 1ER

Salary:

£26928.00 to £29551.00

Type:

Permanent

Employer:

Hywel Dda University Health Board

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

- **Medical Secretary (XN04)**

Leeds, LS14 6UH

Salary:

£26530.00 to £29114.00

Type:

Permanent

Employer:

Leeds Teaching Hospitals

[Apply now on NHS Jobs for Medical Secretary \(XN04\) job \(opens in a new window\)](#)

[59]

- **Imaging Medical Secretary**

Milton Keynes, MK6 5LD

Salary:

£26530.00 to £29114.00

Type:

Fixed-Term

Employer:

Milton Keynes University Hospital NHS Foundation Trust

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

- **Support Medical Secretary**

Sheffield, S10 2SJ

Salary:

£24625.00 to £25674.00

Type:

Fixed-Term

Employer:

Sheffield Teaching Hospitals NHS Foundation Trust

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

- **Medical Secretary (XN03)**

Leeds, LS9 7TF

Salary:

£24625.00 to £25674.00

Type:

Permanent

Employer:

Leeds Teaching Hospitals

[Apply now on NHS Jobs for Medical Secretary \(XN03\) job \(opens in a new window\)](#) [62]

- **Medical Secretary (Vascular)**

Warrington, WA5 1QG

Salary:

£24625.00 to £25674.00

Type:

Permanent

Employer:

Countess of Chester Hospital NHS Foundation Trust

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

- **Senior Medical Secretary**

Wolverhampton, WV10 0QP

Salary:

£26530.00 to £29114.00

Type:

Permanent

Employer:

The Royal Wolverhampton NHS Trust

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

- **Support Medical Secretary**

Wirral, CH49 5PE

Salary:

£24625.00 to £25674.00

Type:

Permanent

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- Oncology**

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- Oncology job \(opens in a new window\)](#) ^[66]

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

- **Medical Secretary (XN03)**

Leeds, LS9 7TF

Salary:

£24625.00 to £25674.00

Type:

Permanent

Employer:

Leeds Teaching Hospitals

[Apply now on NHS Jobs for Medical Secretary \(XN03\) job \(opens in a new window\)](#) ^[68]

- **Trainee Medical Secretary**

Swansea, SA15DY

Salary:

£26928.00 to £29551.00

Type:

Permanent

Employer:

Public Health Wales

[Apply now on NHS Jobs for Trainee Medical Secretary job \(opens in a new window\)](#) ^[69]

- **Medical Secretary Urology**

Yeovil, BA21 4AT

Salary:

£24625.00 to £25674.00

Type:

Permanent

Employer:

Somerset NHS Foundation Trust

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

- **Histopathology 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 Histopathology Medical secretary job (opens in a new window) ^[71]

• Further information

- Association of Medical Secretaries, Practice Managers, Administrators and Receptionists ^[72]
- British Society of Medical Secretaries and Administrators ^[73]

Other roles that may interest you

- Health records staff ^[74]
- Finance staff ^[75]
- Human resources staff ^[76]
- Administrative management ^[77]

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