

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 Medical Secretary**

Southport, PR8 6PN

Salary:

£26530.00 to £29114.00

Type:

Fixed-Term

Employer:

Mersey and West Lancashire Teaching Hospitals NHS Trust

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

- **Medical Personal Assistant**

NCA Wide, M23 9LT

Salary:

£27485.00 to £30162.00

Type:

Permanent

Employer:

Northern Care Alliance NHS Foundation Trust

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

- **Medical Personal Assistant**

Bury, BL9 7TD

Salary:

£27485.00 to £30162.00

Type:

Permanent

Employer:

Northern Care Alliance NHS Foundation Trust

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

- **Personal Assistant to IUC Medical Directors**

Uxbridge, UB11 1FW

Salary:

£15561.00

Type:

Permanent

Employer:

Practice Plus Group

[Apply now on NHS Jobs for Personal Assistant to IUC Medical Directors job \(opens in a new window\)](#) ^[17]

- **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 \(opens in a new window\)](#) ^[18]

- **Assistant Medical Secretary**

Sheriff Hill, NE8 6SX

Salary:

£24625.00 to £25674.00

Type:

Permanent

Employer:

Gateshead Health NHS Foundation Trust

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

- **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 \(opens in a new window\)](#) ^[20]

- **Medical Secretary**

Sleaford, NG34 7HD

Salary:

Negotiable

Type:

Permanent

Employer:

Sleaford Medical Group

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

- **Medical Secretary**

Stoke on Trent, ST4 6QG

Salary:

£24937.00 to £26598.00

Type:

Fixed-Term

Employer:

University Hospital of North Midlands NHS Trust

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

- **Medical Secretary**

Milton Keynes, MK12 5ZD

Salary:

£14.00 to £16.00

Type:

Fixed-Term

Employer:

ID Medical

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

- **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 \(opens in a new window\)](#) ^[24]

- **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 \(opens in a new window\)](#) ^[25]

- **Medical Secretary**

Southport, PR8 6PN

Salary:

£26530.00 to £29114.00

Type:

Permanent

Employer:

Mersey and West Lancashire Teaching Hospitals NHS Trust

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

- **Medical Secretary**

Wirral, CH63 4JY

Salary:

£27485.00 to £30162.00

Type:

Fixed-Term

Employer:

Wirral University Teaching Hospitals NHS Trust

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

- **Medical Secretary**

Brighton, BN3 4FH

Salary:

£27000.00

Type:

Permanent

Employer:

Elysium Healthcare

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

- **Medical Secretary**

Rotherham, S60 2UD

Salary:

£24625.00 to £25674.00

Type:

Permanent

Employer:

The Rotherham NHS Foundation Trust

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

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

- **Medical Secretary**

Durham, DH1 5TW

Salary:

£24937.00 to £26598.00

Type:

Permanent

Employer:

County Durham & Darlington NHS Foundation Trust

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

- **Medical Secretary**

St Albans, AL5 5TL

Salary:

£28860.00 to £31671.00

Type:

Permanent

Employer:

Hertfordshire Partnership University NHS Foundation Trust

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

- **Medical secretary**

Oldham, OL11SP

Salary:

£27485.00 to £30162.00

Type:

Permanent

Employer:

Pennine Care NHS FT

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

- **Medical Secretary**

Sutton, SM2 5PT

Salary:

£24625.00 to £25674.00

Type:

Permanent

Employer:

The Royal Marsden NHS Foundation Trust

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

- **Medical Secretary**

London, SE3 7HB

Salary:

£13.21

Type:

Permanent

Employer:

Blackheath Standard PMS

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

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

- **Medical Secretary**

Charlwood, RH6 0BN

Salary:

£25058.00

Type:

Permanent

Employer:

Elysium Healthcare

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

- **Medical Secretary**

Halifax, HX2 0QL

Salary:

Negotiable

Type:

Permanent

Employer:

Plane Trees Group Practice

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

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

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

- **Medical Secretary**

HEMEL HEMPSTEAD, HP2 7YU

Salary:

Negotiable

Type:

Bank

Employer:

OSD Healthcare

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

- **Medical Secretary**

Shelford, CB22 5EY

Salary:

Negotiable

Type:

Permanent

Employer:

Granta Medical Practices

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

- **Medical Secretary**

Liverpool, L14 3LB

Salary:

£27485.00 to £30162.00

Type:

Permanent

Employer:

Liverpool University Hospitals NHS Foundation Trust

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

- **Medical Secretary**

Lincoln, LN6 8RT

Salary:

Negotiable

Type:

Permanent

Employer:

Heart of Lincoln Medical Group (HLMG)

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

- **Medical Secretary**

Brackley, NN13 6QZ

Salary:

£12.89

Type:

Fixed-Term

Employer:

Brackley Medical Centre

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

- **Medical Secretary**

Nottingham, NG15 6DY

Salary:

Negotiable

Type:

Permanent

Employer:

Torkard Hill Medical Centre

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

- **Medical Secretary**

London, SW3 4BP

Salary:

£27500.00 to £29000.00

Type:

Permanent

Employer:

Schoen Clinic

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

- **Medical Secretary**

Hailsham, BN27 3DG

Salary:

Negotiable

Type:

Permanent

Employer:

Bridgeside Surgery

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

- **Personal Assistant - Administrative**

Lowestoft, NR32 1JE

Salary:

Negotiable

Type:

Permanent

Employer:

High Street Surgery

[Apply now on NHS Jobs for Personal Assistant - Administrative job \(opens in a new window\)](#) ^[49]

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

[50]

- **Senior Medical Secretary**

Llanelli, SA14 8QF

Salary:

£26928.00 to £29551.00

Type:

Permanent

Employer:

Hywel Dda University Health Board

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

[51]

- **Medical Secretary / Administrator**

Towcester, NN12 6HH

Towcester, NN12 6HH

Towcester, NN12 7ND

Salary:

Negotiable

Type:

Fixed-Term

Employer:

Towcester Medical Centre

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

- **Medical Secretary - MHSOP**

Llandough, CF64 2XX

Salary:

£26928.00 to £29551.00

Type:

Fixed-Term

Employer:

Cardiff and Vale University Health Board

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

- **Medical Secretary - MHSOP**

Llandough, CF64 2XX

Salary:

£26928.00 to £29551.00

Type:

Fixed-Term

Employer:

Cardiff and Vale University Health Board

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

- **Senior Medical Secretary**

Bodelwyddan, LL18 5UJ

Salary:

£26928.00 to £29551.00

Type:

Permanent

Employer:

Betsi Cadwaladr University Health Board

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

- **Senior Medical Secretary**

Oswestry, SY10 7AG

Salary:

£27485.00 to £30162.00

Type:

Fixed-Term

Employer:

Robert Jones and Agnes Hunt Orthopaedic Hospital NHS Foundation Trust

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

- **Medical Secretary - Elderly**

Bradford, BD5 0NA

Salary:

£24625.00 to £25674.00

Type:

Permanent

Employer:

Bradford Teaching Hospitals NHS Foundation Trust

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

- **Senior Medical Secretary**

Bangor, LL57 2PW

Salary:

£27898.00 to £30615.00

Type:

Permanent

Employer:

Betsi Cadwaladr University Health Board

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

- **Medical Secretary Rheumatology**

Gateshead, NE9 6SX

Salary:

£24625.00 to £25674.00

Type:

Permanent

Employer:

Gateshead Health NHS Foundation Trust

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

- **Medical Secretary/Administrator**

Halesowen, B63 4WD

Salary:

£12.35 to £13.00

Type:

Permanent

Employer:

Halesowen Medical Practice

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

- **Medical Secretary (XN03)**

Leeds, LS9 7TF

Salary:

£24071.00 to £25674.00

Type:

Permanent

Employer:

Leeds Teaching Hospitals

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

[60]

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

[61]

- **Medical Secretary - Colorectal**

Wirral, CH49 5PE

Salary:

£26530.00 to £29114.00

Type:

Permanent

Employer:

Wirral University Teaching Hospitals NHS Trust

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

[62]

- **Medical Secretary (Vascular)**

Warrington, WA5 1QG

Salary:

£24937.00 to £26598.00

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]

- **Medical Secretary/Administrator**

Yeovil, BA20 1SB

Salary:

£12.50 to £13.00

Type:

Permanent

Employer:

Penn Hill Surgery

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

- **Paediatric Medical Secretary**

York, YO31 8HE

Salary:

£27485.00 to £30162.00

Type:

Fixed-Term

Employer:

York and Scarborough Teaching Hospitals NHS Foundation Trust

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

- **Personal Assistant - Executive Admin**

Doncaster, DN4 8QN

Salary:

£27485.00 to £30162.00

Type:

Permanent

Employer:

Rotherham Doncaster and South Humber NHSFT

[Apply now on NHS Jobs for Personal Assistant - Executive Admin job \(opens in a new window\)](#) ^[66]

- **Live Donor Medical Secretary**

Cardiff, CF14 4XW

Salary:

£26928.00 to £29551.00

Type:

Fixed-Term

Employer:

Cardiff and Vale University Health Board

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

- **Part Time Medical Secretary**

Charlwood, RH6 0BN

Salary:

£25456.00

Type:

Permanent

Employer:

Elysium Healthcare

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

- **Medical Secretary - HIV Department**

Bradford, BD5 0NA

Salary:

£24625.00 to £25674.00

Type:

Permanent

Employer:

Bradford Teaching Hospitals NHS Foundation Trust

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

- **Medical Secretary GP Practice**

Cambridgeshire, CB6 1JU

Salary:

Negotiable

Type:

Permanent

Employer:

St George's Medical Centre

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

- **Medical Secretary (Rheumatology/Cardiology)**

Gateshead, NE9 6SX

Salary:

£26530.00 to £29114.00

Type:

Permanent

Employer:

Gateshead Health NHS Foundation Trust

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

- **Senior Medical Secretary (XN04)**

Leeds, LS9 7TF

Salary:

£27485.00 to £30162.00

Type:

Permanent

Employer:

Leeds Teaching Hospitals

[Apply now on NHS Jobs for Senior Medical Secretary \(XN04\) 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

- [Health records staff](#) [75]
- [Finance staff](#) [76]
- [Human resources staff](#) [77]
- [Administrative management](#) [78]

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