

If you need additional copies of this booklet or require it in an alternative format, such as large print, a coloured background or in Braille, please contact us on **0345 60 60 655** or email **advice@healthcareers.nhs.uk**.

Find out more about careers in the NHS:  
[healthcareers.nhs.uk](https://healthcareers.nhs.uk)  
[stepintothens.nhs.uk](https://stepintothens.nhs.uk)

Scan this code to see  
all NHS careers



---

### Search NHS careers

-  [healthcareersuk](https://www.facebook.com/healthcareersuk)
-  [@healthcareers](https://www.instagram.com/healthcareers)
-  [@HealthCareersUK](https://twitter.com/HealthCareersUK)
-  [NHSCareers](https://www.youtube.com/NHSCareers)
-  [advice@healthcareers.nhs.uk](mailto:advice@healthcareers.nhs.uk)
-  0345 60 60 655

NHSCB02 April 2020

# 350 Careers One NHS Your Future



## Not everyone in the NHS works on the front line

There are 350 different careers in the NHS, probably more than in any other organisation in the world. And you'd be surprised how many of them don't require a degree, aren't directly patient-facing, or aren't clinical or hands on.

Although everything that everyone does is for patients, their families, carers and the public, we can all contribute in different ways. We can all make a difference and help others.

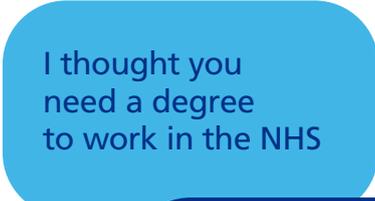
Search NHS careers and see the range of careers and entry requirements on our website.

Produced by Health Careers, the information service about the range of 350 or so careers available in health.

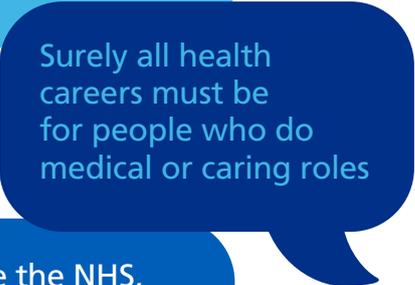
© Health Education England, 2020

[healthcareers.nhs.uk](https://healthcareers.nhs.uk)

## We're not what you think



I thought you need a degree to work in the NHS



Surely all health careers must be for people who do medical or caring roles



I love the NHS, but I wouldn't want to deal with patients directly



## **“ Working for the NHS is the best decision I ever made**

Where else can you be part of a service that interacts with almost 1.5 million patients every 24 hours? I really enjoy my job. I work with patients, and I rely on my colleagues behind the scenes. We are all cogs in a huge wheel and none of us is more important than the others. We're all here to make sure patients get the best service. **”**

**Lauren Jennings**

Orthotist

**Could your future  
be part of our future?**

## Finding your way around

- 3 **Come in, we're ready for you**  
The NHS is recruiting now.  
Here's the start of your health career
- 5 **Our NHS – your future**  
Be part of something big. An introduction
- 6 **Surprise yourself**  
There's pretty much something for everyone in the NHS. We're one big team
- 9 **Make a difference**  
Here are some of the 350 different health careers
- 90 **The NHS has a career for anyone who shares our values**  
See the six values we all share
- 92 **Wherever you start, that's OK**  
Find out about the backgrounds we welcome into the NHS at all ages
- 95 **We're with you on the journey**  
Continuous learning and development are at the heart of working for the NHS
- 96 **Looking after patients, looking after you**  
The benefits of working for us

2

## Come in, we're ready for you

We hope this booklet inspires and motivates you to look behind the scenes of Britain's single biggest employer – the NHS. There are careers here that you've never heard of and opportunities you haven't imagined are suitable for you. The role of technology and the pace of change in today's NHS mean that by the time you go online after reading this, more new careers may have been invented.

Take a look at the benefits of working in this diverse, fast-moving and rewarding service.

Your future career can sometimes feel a long way off. This booklet could bring it closer. When you're ready for us, we're ready for you.

Full information can be found at [healthcareers.nhs.uk](https://healthcareers.nhs.uk).

3



## Our NHS – your future

When you choose to work for the NHS, you're part of something big. We've been around for 70 years and we're here to stay. We have more than 350 different careers available and one of those careers could be right for you.

The NHS is a great employer and we are striving to lead the field. We offer a fair and transparent pay structure with competitive and flexible benefits. We have one of the most generous pension schemes on offer.

Work for us and you'll be part of a great team delivering something really special. Yes, it's challenging. You wouldn't be able to make such a difference otherwise. But you'll get your reward knowing that you're making lives better.

The NHS is growing and developing and we want you to come on this journey with us.

## Surprise yourself

Whether you've always wanted to work in health or have never thought about it before, the huge range of jobs in the NHS will amaze you. It's a revelation to most people. We are so much more than doctors, nurses, midwives and physiotherapists.

There are clinical and non-clinical careers. You could be on the front line on a ward or never see a patient and still make a difference to people's lives. From the person who manages the finances to the clerk who books in an operation, everyone is making a contribution to vital services.

It all comes down to skills, attitude and teamwork. We need everyone from biochemists to bricklayers and receptionists to rehabilitation specialists. It's not always easy, but it is rewarding. How many people can leave work every day knowing that what they did really mattered?





## Make a difference

Want to leave work every day knowing that what you do really matters?

The following pages give you a flavour of the careers on offer in the NHS. We have grouped them into 14 colour-coded categories, each with its own icon. You'll find a selection of different careers in these categories in the alphabetical listing.

Those marked **A** may be suitable for an apprenticeship.

Remember that these are just some of more than 350 careers available in the NHS.

For more information on these and many other opportunities visit: [healthcareers.nhs.uk/explore-roles](https://healthcareers.nhs.uk/explore-roles) or search online for 'NHS careers'.

→ Search 'NHS careers' online



### Allied health professionals (AHPs)

Specialists who treat and rehabilitate. From art therapists to physiotherapists.



### Ambulance service team

More than flashing blue lights. You'll be a caring, calm, good communicator.



### Dental team

Looking after the oral health and wider health of patients.



### Doctors

Preventing ill health, treating disease and improving wellbeing in 60+ specialties.



### Health informatics

The experts who use information and technology to drive patient care.



### Healthcare science

Experts in technology and science to prevent, diagnose and treat disease.



### Management

Managing people, money, buildings and projects to keep the NHS moving forward.

### Medical associate professions

Supporting doctors and nurses to release their time for more complex cases.



### Midwifery

Supporting women in communities and hospitals before, during and after childbirth.



### Nursing

A huge range of specialisms including children's nursing and mental health.



### Pharmacy

Dispensing and offering advice about medicines for staff and patients.



### Psychological professions

Tackling mental health problems and promoting wellbeing.



### Public health

Protecting people from threats to their health and helping them stay healthy.



### Wider healthcare team

Keeping the NHS moving – feeding patients, delivering supplies, maintenance.





## **Ambulance care assistants** and **Patient Transport Service (PTS) drivers** take

patients to and from hospital and other care settings and are part of the non-emergency ambulance service.



You need a **good general education** and a **clean driving licence**. A **level 3 apprenticeship** may be available in your area.

You need to be **physically fit** to lift, move and drive people, many of whom are frail, in safety and comfort. You need to be **responsible, patient** and **keep a cool head** in a crisis.

Contact your nearest ambulance service trust, which may have slightly different requirements.

Visit [nhs.uk](https://www.nhs.uk) and search for vacancies on [jobs.nhs.uk](https://www.jobs.nhs.uk).





**Arts therapists** use art, drama or music to help patients with physical, mental or emotional difficulties express themselves and progress with their recovery and overall wellbeing.



To become an arts therapist, you need to be a **graduate**. You can then take a **postgraduate diploma/Master's programme** approved by the Health and Care Professions Council, either full- or part-time. Teachers or psychologists who have a commitment to the visual arts may also be considered. **An apprenticeship may be available** in your area. You need to be **accomplished in music, art or drama** and **able to relate to patients with physical, psychological and emotional challenges**.

More at British Association of Art Therapists, [baat.org](http://baat.org), British Association of Dramatherapists, [badth.org.uk](http://badth.org.uk), British Association for Music Therapy, [bamt.org](http://bamt.org) and Health and Care Professions Council, [hcpc-uk.org](http://hcpc-uk.org).



**Biomedical scientists** investigate samples of body tissue and fluids to enable doctors to diagnose and plan patients' treatment. From cancer screening to blood transfusion and infection control, they are a vital part of the team.

You need an **accredited integrated three-year full-time BSc Healthcare Science** (life sciences – where blood sciences, cellular sciences and infection sciences can be taken as an option) or a biomedical science degree followed by a **postgraduate qualification**. You can then apply for registration with the Health and Care Professions Council.

You must be **accurate** and **efficient** with excellent **attention to detail**, be a **clear communicator** and work well in a team.

More at Health and Care Professions Council, [hcpc-uk.org](http://hcpc-uk.org) and Institute of Biomedical Science, [ibms.org](http://ibms.org).



**Call handlers** and **emergency medical dispatchers** work in ambulance control rooms as part of a team.



Most trusts ask for a **good general education** and provide in-service training. **A level 3 apprenticeship** may be available in your area.

You need to **remain calm in pressurised situations** so you can get essential information from a caller quickly and accurately and help to reassure them.

Visit [nhs.uk](https://www.nhs.uk) and search for vacancies on [jobs.nhs.uk](https://www.jobs.nhs.uk).

**Catering assistants** are part of a team providing nutritious and appetising food and drink for patients.



Requirements vary, but a foundation course in food hygiene may be useful. Apprenticeships in catering and related roles are sometimes available.

You need **good literacy** and **numeracy**. You need to be able to work as **part of a busy team** in a fast-moving environment, have excellent personal hygiene and a **courteous manner** when coming into contact with patients.

More at Hospital Caterers Association, [hospitalcaterers.org](https://www.hospitalcaterers.org).



**Clinical coders** create an accurate record of a patient's stay in hospital by recording diagnoses and interventions on a computer. You need a **good general education, including GCSE maths and English or equivalent**, and be reasonably familiar with computers. We provide on-the-job training and you can then take the Clinical Coders Foundation Course.



With experience, you can apply for the National Clinical Coding Qualification. An apprenticeship may be available in your area.

You need to be able to sit at a computer and **concentrate for long periods** of time, be accurate and able to **extract information quickly** from medical notes. It is useful to have an enquiring mind and an interest in medical matters.

More at Institute of Health Records and Information Management, [ihrim.co.uk](http://ihrim.co.uk).



**Clinical managers** head up a department or multidisciplinary team where doctors, nurses and therapists work together in a specific area such as maternity or the NHS 111 service.

You usually need to be a **qualified and registered healthcare professional** (such as a nurse, allied health professional, midwife or doctor). You may need training or experience in relevant areas such as clinical audit or clinical governance. You'll be able to challenge the way things are and find better alternatives.

You have a **commitment** to the **ideals of quality and fairness** in healthcare, a willingness to **work with others** and **respect their views**, and good organisational and communication skills.

More at Healthcare Quality Improvement Partnership Ltd, [hqip.org.uk](http://hqip.org.uk), NHS Leadership Academy, [leadershipacademy.nhs.uk](http://leadershipacademy.nhs.uk), The Institute of Healthcare Management, [ihm.org.uk](http://ihm.org.uk).



**Clinical perfusion scientists** are vital members of the open-heart surgery team, responsible for life-support equipment.

Training is a mixture of **practical experience** and **academic study**, leading to a postgraduate qualification in perfusion science gained on a block-release basis.

You need a relevant **degree** to start training. You'll be a **committed** and **able scientist**. You need to be **calm and patient**.

More at the Society of Clinical Perfusion Scientists of Great Britain and Ireland, [scps.org.uk](http://scps.org.uk).



**Clinical photographers** work in hospitals, wards and in operating theatres, as well as in studios, providing photographic, video and graphic records of patients, their conditions and progress through treatment. They also contribute to publications and patient information.

You need a **degree in photography** and a **postgraduate certificate in clinical photography**. You can then register with the Committee for the Accreditation of Medical Illustration Practitioners (CAMIP). **Graphic designers** can also do a **postgraduate certificate in graphic design for health**.

You need to **understand anatomy**, have **technical expertise** and innovative artistic skills. You'll be **sympathetic** and **professional**, a good communicator, and willing to accept high levels of responsibility.

More at the Institute of Medical Illustrators, [imi.org.uk](http://imi.org.uk).



## Clinical scientists in audiology

identify and assess hearing and balance disorders. They recommend and provide rehabilitation and management for patients' conditions, to improve their quality of life.

You need a relevant **science degree** followed by a three-year post under the **NHS Scientist Training Programme**, which includes studying towards an accredited **Master's qualification** in clinical science.

You'll be good at **problem solving** and a **good communicator**. You need to combine an **analytical approach** with a caring and **understanding** attitude.

More at British Academy of Audiology, [baaudiology.org](http://baaudiology.org).



## Clinical scientists in bioinformatics (health informatics)

combine **computing science** with **information science, biology and medicine**. It is one of the fastest-growing areas of research and development within healthcare. The NHS is using advances in this area in diagnostic testing and management to provide the highest quality patient care and outcomes.

You'll work as part of a multidisciplinary team. You'll need a **good grounding** in **information analysis** and **computing**, as well as **clinical, biomedical or physical sciences**.

You'll need a relevant honours degree to apply for place on the **NHS Scientist Training Programme**, the graduate entry route to become a clinical scientist. You'll have the opportunity to further develop specialist informatics skills and develop strategic working and leadership skills.

More at the National School of Healthcare Science, [nshcs.hee.nhs.uk](http://nshcs.hee.nhs.uk).



## Clinical scientists in clinical engineering

design and test the tools and equipment that medical specialists use to diagnose, treat and rehabilitate patients.

These include the latest advances in robotic surgery, 3D bioprinting, wearable technologies and electronic diagnostic tools.

You need a relevant **science or engineering degree** followed by a three-year post under the **NHS Scientist Training Programme**, which includes studying towards an accredited **Master's qualification** in clinical science.

As well as having **engineering skills**, you must be able to work with **patients** and a range of staff, including **technicians, doctors and equipment manufacturers**. You'll keep up with fast-moving research and develop your own design, workshop and management skills.

More at Institute of Physics and Engineering in Medicine, [ipem.ac.uk](http://ipem.ac.uk).



## Clinical scientists in genomics

examine samples of patients' nucleic acid (DNA, deoxyribonucleic acid, or RNA, ribonucleic acid) to identify genetic and genomic alterations that may be responsible for inherited and acquired diseases or conditions like cystic fibrosis or cancer. You need a relevant **science degree** followed by a three-year post under the **NHS Scientist Training Programme**, which includes studying towards an accredited **Master's qualification** in clinical science.

You need an **interest in science and technology**, an ability to update and **test your knowledge against experience**, be comfortable with modern technology and complex equipment, and be able to pay meticulous **attention to detail** and work as part of a team.

More at Clinical Genetics Society, [clingen soc.org](http://clingen soc.org) and National School of Healthcare Science, [nshcs.hee.nhs.uk](http://nshcs.hee.nhs.uk).



**Clinical scientists in medical physics** are closely involved in assessing and treating illness and disability through the use of ultrasound, x-ray, radiotherapy, light, infrared and radio frequency radiation.

You need a relevant **science or engineering degree**, followed by a three-year post under the **NHS Scientist Training Programme**, which includes studying towards an accredited **Master's qualification** in clinical science.

You need a strong **aptitude for science** as well as the ability to **communicate with doctors and patients**.

More at Institute of Physics and Engineering in Medicine, [ipem.ac.uk](http://ipem.ac.uk).



**Dental hygienists** keep teeth and gums healthy, including scaling and polishing teeth. **Dental therapists** carry out simple treatments like fillings and extractions, usually for children and older people. Both teach people about dental hygiene. Both must register with the General Dental Council (GDC) to practise and will need a **GDC-approved qualification** such as a degree or diploma in **dental hygiene and/or dental therapy** and oral health sciences.

You need **five good grade GCSEs (or equivalent)** to get onto a course, including **English and one science**, and either **two A-levels**, or a recognised dental nursing qualification. You must be **manually dexterous**, with **good eyesight** and colour vision, and have **good communication skills** and a **friendly manner**.

More at British Society of Dental Hygiene and Therapy, [bsdht.org.uk](http://bsdht.org.uk), British Association of Dental Therapists, [badt.org.uk](http://badt.org.uk) and General Dental Council, [gdc-uk.org](http://gdc-uk.org).



**Dental nurses** assist dentists, passing instruments, mixing materials, like fillers, and taking notes, and help look after patients during treatment. They must register with the General Dental Council. There are several routes to registration.



You'll usually need some **GCSEs** for part-time courses and may need **A-levels** or other **qualifications at level 3** for some full-time courses. **Apprenticeships** are sometimes available.

You need to have a **sympathetic manner** and be able to **respond quickly** to a dentist's requests, to **handle intricate instruments** and mix small amounts of material accurately.

More at British Association of Dental Nurses, [badn.org.uk](http://badn.org.uk) and General Dental Council, [gdc-uk.org](http://gdc-uk.org).

→ Search 'NHS careers' online



**Dental technicians** make dental appliances, such as crowns and dentures, to a dentist's or doctor's instructions.



You need five good grade **GCSEs or equivalent** and either **two A-levels** or a nationally recognised **dental nursing qualification**. You must then complete a **General Dental Council (GDC)-approved diploma or degree** in dental therapy, or dental therapy and hygiene, and register with the GDC. An apprenticeship may be available in your area.

You need to be able to **work with great precision**, and have **technical, manual and artistic ability**. You need **good eyesight**, must be **meticulous** and work well within a team.

More at British Association of Clinical Dental Technology, [bacdt.org.uk](http://bacdt.org.uk), Dental Technologists Association, [dta-uk.org](http://dta-uk.org) and General Dental Council, [gdc-uk.org](http://gdc-uk.org).



**Dentists** lead the dental care team. They diagnose problems, identify treatments, carry out dental surgery and advise patients. Some work in high street practices, others in hospitals or the community. You need **three high-grade A-levels (including chemistry)**, or **equivalent** to enter an **approved dental surgery degree**. Some dental schools run a pre-dental year for applicants with non-science subjects. A small number of **graduate-entry courses are available**. You must register with the General Dental Council.

You need to be **confident**, with **high academic standards** and **good manual dexterity**. You need to develop excellent diagnostic, clinical and social skills.

More at British Dental Association [bda.org](http://bda.org) and General Dental Council, [gdc-uk.org](http://gdc-uk.org).



**Dietitians** translate the science of nutrition into advice about food. They promote good health by working with people with special dietary needs, informing the public and educating health professionals.



They must register with the Health and Care Professions Council and need an **approved qualification in dietetics at BSc level**, or a **first degree in a relevant subject**, plus an approved **postgraduate qualification in dietetics**. An **apprenticeship may be available** in your area.

You need an **interest in science and food** and be able to **explain complex issues** simply to a wide range of people.

More at British Dietetic Association, [bda.uk.com](http://bda.uk.com) and Health and Care Professions Council, [hcpc-uk.org](http://hcpc-uk.org).

**Doctors** work in more than 60 different specialties.



You need a wide range of **high-grade GCSEs**, plus **three A-levels or equivalent (usually including chemistry and another science or maths)**. Applicants with non-science A-levels/equivalent can apply for **medical degrees with a pre-medical year**. There are accelerated graduate-entry degrees. After medical school, there are two further stages – **foundation training**, then **specialty training**.

You'll be a **team player** with excellent **communication skills** and the ability to **handle pressure**. You'll have an **enquiring mind** and be good at analysis. You'll have good **time management** and **leadership skills**.

More at British Medical Association, [bma.org.uk](http://bma.org.uk) and General Medical Council, [gmc-uk.org](http://gmc-uk.org).





**Emergency care assistants** are often the first healthcare professionals on the scene of an accident. They work alongside paramedics to treat and stabilise patients before taking them to hospital.



You need a **good general education** and a **clean driving licence**. A **level 3 apprenticeship** may be available in your area.

You need to be **quick-thinking** and decisive, and provide a **calm and reassuring** environment to patients and relatives. Contact your nearest ambulance service trust, which may have slightly different requirements.

Visit [nhs.uk](https://www.nhs.uk) and search for vacancies on [jobs.nhs.uk](https://www.jobs.nhs.uk).



**Emergency medicine doctors** do the immediate assessment and treatment of patients with serious and life-threatening illnesses and injuries. You need a wide range of **high-grade GCSEs**, plus **three A-levels or equivalent (usually including chemistry and another science or maths)**. Applicants with non-science A-levels or equivalent can apply for **medical degrees with a pre-medical year**. There are accelerated graduate-entry degrees. After medical school, there are two further stages – **foundation training**, then **specialty training**.

You need to be able to **make decisions quickly** and to stay **calm in a pressurised environment**. You'll have great **attention to detail**, be **resilient**, and have **excellent communication and teamwork** skills.

More at the Royal College of Emergency Medicine, [rcem.ac.uk](https://www.rcem.ac.uk) and General Medical Council, [gmc-uk.org](https://www.gmc-uk.org).



**Finance managers** ensure that NHS funds are appropriately allocated and accounted for. They work on payroll, pensions, financial reports and auditing. Roles are open to those **outside the NHS** and existing **NHS administrative and clerical staff** can **work towards qualifications** awarded by the Association of Accounting Technicians, or those recognised by the Consultancy Committee of Accountancy Bodies. The **NHS Graduate Management Training Scheme** also has a **finance option** to train for senior roles.

You'll need **excellent mathematical skills**, a **methodical mind** and an **eye for detail**.

More at Association of Accounting Technicians, [aat.org.uk](http://aat.org.uk), NHS Graduate Management Training Scheme, [nhsgraduates.co.uk](http://nhsgraduates.co.uk), HFMA, [hfma.org.uk](http://hfma.org.uk) and the Consultancy Committee of Accountancy Bodies, [ccab.org.uk](http://ccab.org.uk).

**Gardeners** look after plants, shrubs and lawns at healthcare organisations. Different organisations have **different entry requirements**.

If you don't already have a **relevant vocational qualification** (such as horticulture), you may be able to get a job based on **experience** or **proven ability**. Apprenticeships are sometimes available.

You need to **enjoy working outdoors**, be **enthusiastic about plants** and be capable of doing **physical work**.

Contact your nearest NHS healthcare employer. Visit [nhs.uk](http://nhs.uk) and search for vacancies on [jobs.nhs.uk](http://jobs.nhs.uk).





**General managers** perform a vital role, ensuring that a hospital, service or department is run efficiently and that patients are receiving the best possible care.

You can apply if you are an **experienced healthcare staff** member or from outside the NHS with appropriate **experience**. The **NHS Graduate Management Training Scheme** also has a **general management option** to train for senior roles.

You'll need excellent **organisational, communication and negotiating skills**. You'll be a **confident public speaker** and able to work with **people from all backgrounds** including patients, clinicians and the press.

More at the NHS Graduate Management Training Scheme, [nhsgraduates.co.uk](http://nhsgraduates.co.uk) and Institute of Healthcare Management, [ihm.org.uk](http://ihm.org.uk).



**General practitioners (GPs)** are the first point of contact for most patients. GPs treat all common medical conditions and refer patients to hospitals and other services for urgent and specialist treatment. GPs' work is very varied.

You'll need a wide range of **high -grade GCSEs, plus three A-levels or equivalent (usually including chemistry and another science or maths)** for medical school. Applicants with non-science A-levels/equivalent can apply for **medical degrees with a pre-medical year**. There are **accelerated graduate-entry degrees**.

After medical school, there are two further stages – **foundation training**, then **specialty training**. You'll need an **enquiring mind, concern for people** and a **rational approach**. You'll be a team player and an **expert generalist**.

More at Royal College of General Practitioners, [rcgp.org.uk](http://rcgp.org.uk) and General Medical Council, [gmc-uk.org](http://gmc-uk.org).

→ Search 'NHS careers' online



**Health play staff** organise activities in the ward playroom or at bedsides to help children reach developmental milestones and overcome anxiety. They support families and contribute to clinical judgments through play-based observations.



You usually need a **professional childcare qualification at level 3**. A basic grade **health play specialist** will have a foundation degree in a healthcare play specialism. Relevant experience is often necessary. Senior health play staff usually need a **foundation degree** in a healthcare play specialism and have training in **child protection**. They may also need relevant post-qualifying experience. You must be **comfortable and confident with children**, and able to **create a relaxed and fun environment**, appropriate to an individual **child's needs**.

More at Healthcare Play Specialist Education Trust, [hpset.org.uk](http://hpset.org.uk) and National Association of Health Play Specialists, [nahps.org.uk](http://nahps.org.uk).

**Health records or medical records clerks** organise, retrieve and store patients' medical records so they can be used by professionals for their care, for example, in outpatient clinics.



You **do not need formal qualifications**, but you are likely to need **computing skills** and a **good general education**. **Apprenticeships in administration** are often available.

You must be **calm under pressure**, **good with people** and have the ability to **maintain strict confidentiality**.

More at Institute of Health Records and Information Management, [ihrim.co.uk](http://ihrim.co.uk).



**Health trainers** offer practical support to their clients to change their behaviour and achieve their health goals. The nationally recognised training for health trainers is the **City and Guilds level 3 Certificate** for health trainers. You can take this course without any previous qualifications.

You need **good verbal and written communication skills, empathy, respect, tact, a persuasive, reassuring, supportive and motivating approach**, respect for **client confidentiality** and the ability to work both independently and as part of a team.

More at City and Guilds, [cityandguilds.com](http://cityandguilds.com) and Royal Society for Public Health, [rsph.org.uk](http://rsph.org.uk).

**Healthcare science assistants in phlebotomy** collect blood from patients for examination in a laboratory, providing vital pointers for diagnosing illness. You have six months' **training on the job**, leading to a certificate of competence. There are **no formal requirements**, but you usually need a minimum of **two GCSEs or equivalent**. **Apprenticeships in healthcare science are sometimes available.**

You'll need a **steady hand** and a **calm manner**. You need to be able to **reassure** patients of all ages, many of whom may be nervous or distressed, and handle information with **tact and discretion**.

More at National Association of Phlebotomists, [phlebotomy.org](http://phlebotomy.org). Search for trainee phlebotomist vacancies at [jobs.nhs.uk](http://jobs.nhs.uk).





### Healthcare science associate practitioners in cervical cytology

examine cervical samples under a microscope to detect early signs of cancer in women. A **good range of GCSEs** is an advantage and other qualifications may be considered. You **train on the job** and sit for the **Certificate in Cytology** to become a qualified cervical cytology screener. **Apprenticeships may be available** in your area.

You need **patience, concentration** and the ability to **sit at a microscope for periods of time**. You'll be supervised by biomedical scientists but are responsible for the accuracy of your work.

More at British Association for Cytopathology, [britishcytology.org.uk](http://britishcytology.org.uk).



### Healthcare science practitioners in respiratory physiology and sleep sciences

use specialised equipment to test lung function in patients experiencing chest pains or breathing difficulties, as well as those suffering with sleep disorders or who have had abnormal chest x-rays.

You need an accredited **three-year full-time BSc (Hons) Healthcare Science** in physiological sciences and sleep sciences. A **degree apprenticeship in healthcare science may be available** in your area. You'll have **good communication skills** and be **confident** in handling both complicated equipment and nervous patients.

More at the Association for Respiratory Technology and Physiology, [artp.org.uk](http://artp.org.uk).





**High-intensity therapists** work with clients with a range of complex problems related to anxiety and depression. They use cognitive behavioural therapy in their work.

You'll usually need to be a **registered nurse, social worker, clinical psychologist or occupational therapist** to secure a position as a trainee high-intensity therapist.

You'll be **sensitive and understanding** and be **able to explain the treatment** you are providing. You'll need excellent **communication skills**.

More at the British Association of Behavioural and Cognitive Psychotherapies, [babcp.com](http://babcp.com) and Improving Access to Psychological Therapies, [england.nhs.uk/mental-health/adults/iapt](http://england.nhs.uk/mental-health/adults/iapt).



**HR managers** are responsible for the recruitment, selection, appraisal, development and training of staff. They also implement employment legislation and ensure the welfare of employees. Roles are **open to those outside the NHS**; people can also enter HR management from an **administrative or clerical role within the health service**. The **NHS Graduate Management Training Scheme** also has a **human resources management option** to train for senior roles.

You'll need **good communication, time management and organisational skills**, be able to **work under pressure** and be **assertive**. You must want to work with people.

More at the NHS Graduate Management Training Scheme, [nhsgraduates.co.uk](http://nhsgraduates.co.uk) and Chartered Institute of Personnel and Development, [cipd.co.uk](http://cipd.co.uk).



**ICT support technicians** work as part of the health informatics team, diagnosing and fixing computer faults and installing PCs. You'll need a **degree in a relevant subject** (such as ICT) or equivalent experience. You may also need a **customer service qualification** at Qualifications and Credit Framework (QCF) level 3 or equivalent experience. You'll usually be trained in Microsoft desktop support and operating systems. **Apprenticeships may be available** in your area.

You need **enthusiasm**, to be a **team player** and be able to **work efficiently** in a **very busy environment**.

More from your nearest NHS healthcare employer. Visit [nhs.uk](https://www.nhs.uk) and search for vacancies on [jobs.nhs.uk](https://www.jobs.nhs.uk).



**Laundry assistants** ensure wards and theatres are supplied with clean linen, including gowns and sheets. They operate steam cabinets, use steam and vacuum presses or finish items by hand.

You'll get **in-house training**, so there are **no formal entry requirements**.

A **level 2 apprenticeship may be available** in your area. You need to be **physically fit** and have an **eye for detail**.

More from your nearest NHS healthcare employer. Visit [nhs.uk](https://www.nhs.uk) and search for vacancies on [jobs.nhs.uk](https://www.jobs.nhs.uk).



**Library/knowledge managers** lead the development of knowledge management services – physical libraries and online information and journals – so that staff and others can access the information they need.

You'll need a **degree in library and information management** (or a similar qualification), and possibly also a **management qualification**. Some **management experience** would also be an advantage.

You'll be **self-motivated, confident and forward-thinking**, able to operate at a **strategic level** in the organisation and to **organise knowledge resources**.

More at the Chartered Institute of Library and Information Professionals, [cilip.org.uk](http://cilip.org.uk).

**Maintenance staff** are responsible for the upkeep of NHS buildings and grounds, and include groundsmen/women, painters and decorators. Organisations' **requirements vary**. You **may need some academic qualifications** or specific craft qualifications as a carpenter, painter and decorator or electrician. **Apprenticeships in estates and maintenance roles are sometimes available**.

You'll need to be **conscientious** and able to **work consistently to a high standard**. You'll be **practical** and able to work **unsupervised** or as **part of a team**.

More from your nearest NHS healthcare employer. Visit [nhs.uk](http://nhs.uk) and search for vacancies on [jobs.nhs.uk](http://jobs.nhs.uk).





**Maternity support workers** assist midwives in caring for women and their babies through the vital stages of pregnancy, childbirth and the first few days after the birth.



There are **no minimum entry qualifications**, but you need a **good general education**. You may be able to extend your role and qualifications while earning a salary. **Apprenticeships may be available** in your area.

You'll have a **caring attitude** and an **interest in mothers and newborn babies**.

More at the Royal College of Midwives, [rcm.org.uk](http://rcm.org.uk). Search for vacancies on [jobs.nhs.uk](http://jobs.nhs.uk).



**Medical secretaries** deal with consultants' or GPs' correspondence and provide essential secretarial support. There are **no formal requirements**, but most organisations require a **good all-round education**. Some may ask for OCR (or equivalent) qualifications. You may also be able to **work towards a qualification in medical secretarial studies** through the Association of Medical Secretaries, Practice Managers, Administrators and Receptionists or the British Society of Medical Secretaries.

**Good secretarial and computer skills** are essential. You'll be **accurate and organised**, and have **good communication skills**.

More at Association of Medical Secretaries, Practice Managers, Administrators and Receptionists, [amspar.com](http://amspar.com) and British Society of Medical Secretaries and Administrators, [bsmsa.org.uk](http://bsmsa.org.uk).



**Midwives** help mothers-to-be and their families through pregnancy, labour and the first days of a newborn's life. They work in hospitals and the community and ensure each mother gets the care and help she wants or needs.



You'll need a **degree in midwifery**, followed by registration with the Nursing and Midwifery Council, or a **78-week training programme for registered nurses**. Qualifications for entry to courses vary. A **degree-level apprenticeship** in midwifery may be available in your area.

You'll need to be a **good listener, understanding and non-judgmental**, as midwifery is about supporting the mother-to-be as well as helping at the birth. You'll need to be **calm** when all around you may be distressed, and be **able to inspire and encourage**.

More at Nursing and Midwifery Council, [nmc.org.uk](http://nmc.org.uk) and Royal College of Midwives, [rcm.org.uk](http://rcm.org.uk).





An **NHS 111 service adviser** handles non-urgent calls from patients, members of the public and healthcare professionals such as GPs.



You'll signpost people to the most appropriate service, using specialist computer software to capture caller information.

**Apprenticeships may be available** in your area. With training, you can **progress to be a health adviser, senior health adviser or team leader.**

You'll need **good listening and communication skills** to talk to **people from all backgrounds**, treating callers with empathy, respect and consideration.

More from your nearest NHS healthcare employer. Visit [nhs.uk](https://www.nhs.uk) and search for vacancies on [jobs.nhs.uk](https://www.jobs.nhs.uk).

**Nurses** care for adults and children with ill health and/or mental health problems and provide support for their families, in hospitals and the community. There are four fields of nursing: adult, children's, learning disability and mental health.



You need an approved **degree, Master's/graduate-entry programme or degree apprenticeship in nursing**, leading to eligibility to apply for registration with the Nursing and Midwifery Council. You'll need to choose a preferred field of nursing before you start training.

**Nursing degree-level apprenticeships** may be entered via a qualification at level 3 or after relevant experience in a senior support role. You'll need the **ability to juggle the medical needs of patients** and to **set people at ease** in sometimes distressing circumstances.

More at Nursing and Midwifery Council, [nmc.org.uk](https://www.nmc.org.uk) and Royal College of Nursing, [rcn.org.uk](https://www.rcn.org.uk).



**Nursing associates** work with healthcare support workers and registered nurses to care for patients and the public. They work across all four fields of nursing: adult, children's, learning disability and mental health. You'll train via a level 5 apprenticeship.

You'll need **good GCSEs or key skills level 2 in maths and English**. You'll work in a variety of settings to gain a range of experience. This means travelling to placements and working a mix of shifts.

You'll need a **knowledge of physical and mental health and illness prevention**.

Search for nursing associate vacancies at [jobs.nhs.uk](https://jobs.nhs.uk) and [ucas.com](https://ucas.com) for direct-entry courses.





**Nursing healthcare assistants** have a key role in routine nursing care, such as taking and recording temperatures, helping patients with washing, and spending time talking to and reassuring patients.



There are **no minimum entry qualifications**, but you'll need a **good general education**. You may be able to extend your role and qualifications while earning a salary. **Apprenticeships in nursing care and related roles are often available.**

You'll have a **caring attitude**, sensitivity and the ability to **relate to patients of all ages and backgrounds**.

More from your nearest NHS healthcare employer. Visit [nhs.uk](https://www.nhs.uk) and search for vacancies on [jobs.nhs.uk](https://www.jobs.nhs.uk).



**Occupational therapists** help children and adults overcome physical, psychological or social problems arising from illness or disability, by concentrating on what they can achieve and enabling them to live as independently as possible. You need a **BSc in occupational therapy** and can then apply for registration with the Health and Care Professions Council. **Graduates can qualify via a two-year accelerated course.** A **degree apprenticeship in occupational therapy may be available** in your area.



You need **patience, ingenuity and a creative, practical approach** to help people to lead **full and satisfying lives as independently as possible.**

More at Royal College of Occupational Therapists, [rcot.co.uk](https://www.rcot.co.uk) and Health and Care Professions Council, [hcpc-uk.org](https://www.hcpc-uk.org).



## Operating department practitioners

are an important part of the operating theatre team, working with surgeons, theatre nurses and anaesthetists to ensure operations are as safe and effective as possible.



You need an **approved degree or diploma in higher education in operating department practice**, and registration with the Health and Care Professions Council. **A degree apprenticeship in operating department practice may be available** in your area.

You'll be working in a **pressurised atmosphere** on intricate and complex procedures, and will need to be **calm and able to concentrate for long periods**.

More at College of Operating Department Practitioners, [codp.org.uk](http://codp.org.uk) and Health and Care Professions Council, [hcpc-uk.org](http://hcpc-uk.org).



**Orthoptists** diagnose and treat visual problems involving eye movement and alignment. They may also screen school children.

You'll need a **three- or four-year full-time university degree** and registration with the Health and Care Professions Council.

You'll be **precise and accurate**, want to work with people and have the ability to **communicate with patients of all ages**.

More at British and Irish Orthoptic Society, [orthoaptics.org.uk](http://orthoaptics.org.uk) and Health and Care Professions Council, [hcpc-uk.org](http://hcpc-uk.org).



**Osteopaths** provide manual therapy, exercise and advice, depending on patients' individual needs. You must be registered with the General Osteopathic Council to be able to practise in the UK and have either an approved **BSc** or **MSc in Osteopathy**.

You'll need an **interest in science** and have a patient-centred approach, with a **curiosity about how the body works**.

You'll be **responsible** and have **integrity**, and be able to **work independently and with others**.

More at General Osteopathic Council, [osteopathy.org.uk](http://osteopathy.org.uk) and The Institute of Osteopathy, [iosteopathy.org](http://iosteopathy.org).

**Paramedics** are part of accident and emergency ambulance crews, providing pre-hospital care and treatment to acutely ill or injured patients. They must be registered with the Health and Care Professions Council and take an **HCPC-approved course**, either **full-time at university** (following A-levels or equivalent) or **part-time while a student paramedic** with an ambulance trust. A **degree apprenticeship in paramedic science** may be available in your area.

You need a driving licence and to be a confident driver. You'll be **physically fit** and **mentally able** to deal with a **high-pressure environment**. You must be able to **communicate** with children and adults, **remaining calm** in distressing situations.

More at College of Paramedics, [collegeofparamedics.co.uk](http://collegeofparamedics.co.uk) and Health and Care Professions Council, [hcpc-uk.org](http://hcpc-uk.org).





### **Patient Transport Service call handlers**

ensure that patients, many of whom are frail and elderly, get to their health appointments safely and on time.

Some employers ask for a certain number of **GCSEs or equivalent**, others look for a **good general education**.

You need to be **calm** and **efficient under pressure** and have **good communication skills**.

Contact your nearest ambulance service trust on **nhs.uk** and search for vacancies on **jobs.nhs.uk**.



**Pharmacists** are experts in drugs and medicine and manage hospital or community pharmacies. They advise staff and patients on the choice and use of drugs and can also train to prescribe medicines for some conditions.

You'll need a **four-year Master's degree** in pharmacy, followed by a **year in a pharmacy** and a **professional registration exam**. You must register with the General Pharmaceutical Council. A few universities incorporate the 'preregistration' year within their five-year pharmacy degree.

You need to be **good at science** and able to **communicate with people at all levels**. You must have **excellent concentration** and **hand-to-eye coordination**. You'll need to work well on your own and as part of a team.

More at the General Pharmaceutical Council, **pharmacyregulation.org** and Royal Pharmaceutical Society, **rpharms.com**.

→ Search 'NHS careers' online





**Pharmacy technicians** prepare and supply medicines, including weighing out ingredients, counting tablets and measuring liquids. You must register with the General Pharmaceutical Council, gaining **approved qualifications** through **on-the-job training**, leading to an **NVQ qualification** at level 3 in pharmacy services or **National Pharmacy Association qualification** at level 3.



**Apprenticeships for pharmacy technicians** are sometimes available.

You'll need **good colour vision**, **excellent scientific and numerical skills**, a **methodical** and **accurate** approach and be able to concentrate well. You'll also need tact, discretion and the ability to **explain complex instructions** to patients clearly.

More at the General Pharmaceutical Council, [pharmacyregulation.org](http://pharmacyregulation.org) and The Association of Pharmacy Technicians, [aptuk.org](http://aptuk.org).

**Physician associates** support doctors in the diagnosis and management of patients. They work in GP practices and hospitals.



A **science-related degree** is usually required for the **postgraduate training course** offered by a number of universities. Registered healthcare professionals such as nurses and allied health professionals can also apply. An **undergraduate route is also available** at one university.

You'll need to show your **academic potential** for the training, experience of **working with the public**, an **interest in health or social care** and **excellent communication skills**.

More at Faculty of Physician Associates, [fparcp.co.uk](http://fparcp.co.uk).



**Physiotherapists** help patients regain movement lost through illness, accident or ageing.



You'll need a **BSc in physiotherapy** and apply for registration with the Health and Care Professions Council. There are also postgraduate courses for **graduates with an appropriate degree**. A **degree apprenticeship in physiotherapy** may be available in your area.

You'll be **tolerant, patient and compassionate** with the ability to **build a rapport** with **patients of all ages**, their families or carers and other **medical and social services staff**.

More at Chartered Society of Physiotherapy, [csp.org.uk](http://csp.org.uk) and Health and Care Professions Council, [hcpc-uk.org](http://hcpc-uk.org).



**Podiatrists** see patients of all ages to diagnose and treat problems of the lower limb. These include verrucas, sports and dance injuries, and circulation problems in patients at risk from amputation, such as those with diabetes.



You need a **BSc in podiatry** to apply for registration with the Health and Care Professions Council. A **podiatry degree apprenticeship** may be available in your area.

You'll need the ability to **communicate with patients of all ages** and be **patient, understanding** and have **a steady hand**.

More at College of Podiatry, [cop.org.uk](http://cop.org.uk) and Health and Care Professions Council, [hcpc-uk.org](http://hcpc-uk.org).



**Porters** play a vital role moving frail and often very ill patients between departments and wards in safety and comfort. They also transport complex and valuable equipment that may need expert handling.

**Training is given on the job.** There are **no formal entry requirements**, although some larger hospitals may want you to have a **driving licence**.

You must be **physically fit** and able to **walk long distances**. You'll be **friendly with good communication skills**, as you'll be helping patients of all ages around the hospital.

More from your nearest NHS healthcare employer. Visit [nhs.uk](https://www.nhs.uk) and search for vacancies on [jobs.nhs.uk](https://www.jobs.nhs.uk).

**Prosthetists** provide the best possible artificial replacement for patients missing a limb. **Orthotists** provide a range of aids to correct problems or deformities in people's nerves, muscles or bones. You need a three- or four-year full-time **BSc in prosthetics and orthotics**, followed by registration with the Health and Care Professions Council. A **degree apprenticeship may be available** in your area. Once registered, you can choose to specialise either as a prosthetist or an orthotist.

You'll need **creative and technical skills** to measure and create limbs that look and feel as natural as possible. You'll also need **patience and understanding** to work closely with **patients who may be traumatised**.

More at British Association of Prosthetists and Orthotists, [bapo.com](https://www.bapo.com) and Health and Care Professions Council, [hcpc-uk.org](https://www.hcpc-uk.org).





**Psychiatrists** are doctors who specialise in mental illness, and the interaction between physical and mental conditions.

You'll need a wide range of **high-grade GCSEs**, plus **three A-levels or equivalent** (usually including **chemistry and another science or maths**) for medical school. Applicants with **non-science A-levels/equivalent** can apply for **medical degrees** with a **pre-medical year**. There are accelerated graduate-entry degrees. After medical school, there are two further stages – **foundation training**, then **specialty training**.

You'll have an **analytical approach**, be a **team player** and have **empathy**, **compassion** and **emotional resilience**.

More at Royal College of Psychiatrists, [rcpsych.ac.uk](http://rcpsych.ac.uk) and General Medical Council, [gmc-uk.org](http://gmc-uk.org).

**Psychological wellbeing practitioners (PWP)** provide help and support to clients with mild to moderate depression, using a cognitive behavioural model. To train, you need to secure a post as a trainee PWP.

You'll need a **relevant degree** (such as psychology) and to take a **postgraduate certificate**. Non-graduate applicants with applicable experience can also apply. **Apprenticeships may be available** in your area.

You need to have an **interest in people's behaviour** and **excellent communication skills**. **Experience of working with people with mental health problems is essential**.

More at the British Association of Behavioural and Cognitive Psychotherapies, [babcp.com](http://babcp.com) and Improving Access to Psychological Therapies, [england.nhs.uk/mental-health/adults/iapt](http://england.nhs.uk/mental-health/adults/iapt).





**Psychologists** look at the way people think, act, react and interact. There are four main specialisms: clinical, counselling, forensic and health psychology.

You must be registered with the Health and Care Professions Council and have either a **British Psychological Society (BPS) accredited degree (or Master's)**, or a **psychology degree plus BPS qualifying exam**, or a conversion course. This must be followed by an HCPC-approved **postgraduate training programme** in the relevant specialism.

You'll be **numerate**, have **good written skills** and an **interest in how people think and behave**. Although not all psychologists work with patients, **good communication skills** are useful.

More at the British Psychological Society, [bps.org.uk](http://bps.org.uk) and Health and Care Professions Council, [hcpc-uk.org](http://hcpc-uk.org).



**Psychotherapists** use a psychological approach to treat adults and children for a wide range of mental and physical difficulties including stress, relationship problems and troublesome behaviour/habits. **Training (study and clinical training)** is provided by a range of organisations and typically lasts **at least four years**.

You usually need a **good honours degree** (or equivalent) and usually need to be a **registered psychiatrist, psychologist** or other **mental health professional**. Your own personality plays an important role in training and later work. You need **excellent communication skills**, a desire to **work closely with people**, and an **interest in their behaviour**.

More at Association of Child Psychotherapists, [childpsychotherapy.org.uk](http://childpsychotherapy.org.uk), British Psychoanalytic Council, [bpc.org.uk](http://bpc.org.uk), The Royal College of Psychiatrists, [rcpsych.ac.uk](http://rcpsych.ac.uk), and United Kingdom Council for Psychotherapy, [psychotherapy.org.uk](http://psychotherapy.org.uk).



**Public health practitioners** may support healthy lifestyle programmes, work on immunisation programmes and screening, or specialise in health protection. Others work in public health knowledge and intelligence in local government and Public Health England. **Many roles do not have clearly-defined training routes** and registration as a 'practitioner' with the UK Public Health Register (UKPHR) is voluntary. Please **check the requirements for each role**.

You need **good people skills**, an ability to **value difference and diversity, creativity and adaptability**, be able to **analyse and interpret** information, an ability to **create** marketing materials, publications and reports and **confidence** in making recommendations about how services could be delivered.

More at UKPHR, [ukphr.org](http://ukphr.org).

**Diagnostic radiographers** carry out the imaging techniques, such as x-rays, used to help diagnose a range of conditions. **Therapeutic radiographers** are responsible for radiation treatment for cancer patients.

You'll need a **degree in diagnostic or therapeutic radiography** and registration with the Health and Care Professions Council. There are also **postgraduate courses for graduates** with an appropriate degree.

You need to be **confident** to work **with leading-edge technology**, and able to **learn new skills**. You should be able to **build rapport with patients** and to **communicate well** with other team members.

More at Society and College of Radiographers, [sor.org](http://sor.org) and Health and Care Professions Council, [hcpc-uk.org](http://hcpc-uk.org).





## **Receptionists and telephonists**

deal with telephone and face-to-face enquiries in a range of healthcare organisations, using telephone and computer equipment. On-the-job training is usually provided.

There are **no formal entry requirements**, but you may need **some experience and computer skills** and a **good general education**.

As the first point of contact within the NHS, you need to be able to **communicate well, remaining calm and clear when dealing with patients and relatives** who may be distressed.

More at Association of Medical Secretaries, Practice Managers, Administrators and Receptionists, [amspar.com](http://amspar.com).

## **Speech and language therapists**

work with people of all ages who have problems with speech, from childhood lisps to older patients following a stroke. You'll need a **three- or four-year degree** through an accredited university course or a **two-year postgraduate course** for graduates in an **appropriate discipline** and then to register with the Health and Care Professions Council. **Apprenticeships may be available** in your area.

You'll need **excellent language, communication and listening skills**, and good hearing. You'll be **patient, calm and tactful** in dealing with patients who are often embarrassed by their condition.

More at Royal College of Speech and Language Therapists, [rslt.org](http://rslt.org) and Health and Care Professions Council, [hcpc-uk.org](http://hcpc-uk.org).





**Stores staff** order, maintain and deliver medical and other supplies, often keeping track of orders and stock on computer systems.



**On-the-job training** is provided and there may be a chance to **work towards a professional qualification**.

There are **no formal entry requirements**. **Apprenticeships in stores work are sometimes available**. You must be **literate, good with numbers** and have a **methodical** approach, as you'll be handling expensive stock. **Computer skills are an advantage**.

More from your nearest NHS healthcare employer. Visit [nhs.uk](https://www.nhs.uk) and search for vacancies on [jobs.nhs.uk](https://www.jobs.nhs.uk).



**Surgical care practitioners** work in an operating theatre, on wards and in clinics. They are trained to undertake some surgical procedures under appropriate supervision and are responsible to the consultant surgeon.

You need to be a **qualified and registered healthcare professional**, for example a nurse, registered with the Nursing and Midwifery Council; or an operating department practitioner, registered with the Health and Care Professions Council. You need **at least 18 months' post-registration experience** and the ability to **study at level 7 or above** (Master's level).

You'll be **committed to patient care and safety**, have an **understanding of a multidisciplinary team** and the **changing role of surgery**, an **aptitude for clinical and operative practice** and be prepared for **educational and clinical development**.

More at Royal College of Surgeons, [rcseng.ac.uk](https://www.rcseng.ac.uk).



**Therapy assistants** work with allied health professionals such as physiotherapists, radiographers, podiatrists and speech and language therapists. They prepare patients for therapy, set up equipment and help during therapy sessions.



There are **no formal entry requirements**. **On-the-job training** is provided and there may be **opportunities to progress** to an allied health profession. **Apprenticeships in clinical support-related roles** are often available.

You must be able to **work as part of a team** and be able to **follow instructions efficiently**. You should want to **work closely with patients** and be able to **communicate** with them in a **friendly and reassuring way**.

More from your nearest NHS healthcare employer. Visit [nhs.uk](https://www.nhs.uk) and search for vacancies on [jobs.nhs.uk](https://www.jobs.nhs.uk).

**Ward clerks** maintain paperwork and computer records, and deal with telephone enquiries on a hospital ward.



There are **no formal entry requirements**, but employers may require **some GCSEs including English and maths** (or equivalent). **On-the-job training** will be provided.

You need **good communication skills** and an ability to **maintain confidentiality**. You need to be **well organised** and be highly **literate and numerate**. **Administration and computer skills** would also be useful.

More from your nearest NHS healthcare employer. Visit [nhs.uk](https://www.nhs.uk) and search for vacancies on [jobs.nhs.uk](https://www.jobs.nhs.uk).

# The NHS has a career for anyone who shares our values. Take a look:



## Working together for patients

Teamwork across the NHS makes life better for the people we serve.



## Respect and dignity

It's a quality not a qualification to be able to treat our patients with respect.



## Commitment to quality of care

Whatever NHS career you choose, we want people with high standards.

## Compassion

We want people who really care to come and work for us.



## Improving lives

You can make patients' lives better, whether you're a secretary or a surgeon.



## Everyone counts

Each and every person working and volunteering in the NHS is making a difference and helping people, whatever career they're in.



## Wherever you start, that's OK

The great benefit of the NHS is that you can join at any stage of your life. You may be at school choosing options or you could be looking to change your career path after bringing up a family.

Some roles have a specific training route and need academic qualifications. For others, you can study a range of different subjects and apply them to jobs in the NHS. We also have roles suitable for apprenticeships, conversion courses and on-the-job training.

We're always looking for people with transferable skills who can bring life experience and insights from working in other sectors. Don't rule yourself out just because you have a non-traditional background, or because you don't have clinical or degree-level qualifications. As long as you share our values, we want to talk to you.





## We're with you on the journey

Everyone counts in the NHS and that applies to staff as much as patients. We'll look after you and help you fulfil your potential. Everyone in the NHS has an annual personal development review and plan to support their career aspirations. There are development opportunities and access to training courses for all full- and part-time staff.

Just because you come in with one set of qualifications (or none at all), doesn't mean you can't move across and up into other careers over time. The NHS is a great place to grow and learn. The pace of change and technological development brings a constant demand for new skills and experience.

Our pay progression is based on gaining knowledge, experience and skills, so there's an incentive to be the best NHS employee you can be.

## Looking after patients, looking after you

Compassionate care comes from staff who are well looked after and the NHS is a well-respected national employer. We have one of the most competitive and supportive benefits packages offered anywhere in the UK, including length of working week, holidays and career progression.

Our flexible working options and benefits such as childcare mean that we can help you with your work/life balance and maintain wellbeing for you and your family.

Our pay and terms and conditions are fair and transparent. Our pension scheme is excellent and as an NHS employee you'll have access to a health service discounts scheme.

You can see the most up-to-date position by searching online for 'Agenda for Change'.

The Health Careers team is here to help if you can't find what you're looking for online. Email [advice@healthcareers.nhs.uk](mailto:advice@healthcareers.nhs.uk) or call **0345 60 60 655**. We're ready when you are.

