



Step into the NHS



Useful vocabulary

About careers

Experience / work experience
Specialist
Reporting
Management
Support
Colleagues
GCSE / AS levels / BTEC / A levels
Degree
Qualification
Award
Graduate
Employee
Employer
School-leaver
Career
Human resources
All-round education

About job applications / advertisements

Vacancy
Post
Candidate
Advert / advertisements
Role
Tasks
Skills
Job description
Attributes
Qualities
Curriculum vitae or CV
Personal statement
Opportunity
Interview
Interviewee
Interviewer
Challenge / challenging
Senior
Junior
Assistant
Workload
Terminology
Manual
Desk-based
Requirements

Skills you might need

Communication
Problem-solving
Multi-tasking
Teamwork
Administration
IT
Organisation
Typing / keyboard
Work well under pressure
Analytical / analysis
Logic
Problem-solving
Decision-making

Working in the NHS

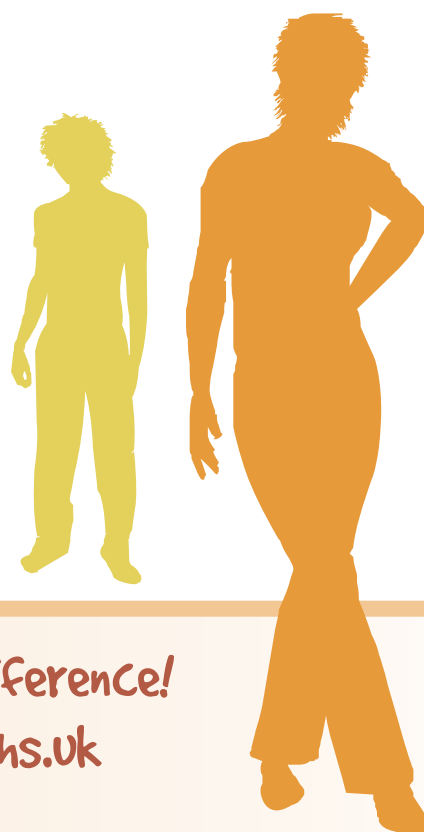
Community
Hospital
Surgery
Clinic
Ambulance
Foundation trust
Patient's home

Personal skills

Reliable or reliability
Calm
Helpful
Understanding
Patient
Friendly
Sociable
Outgoing
Adaptable
Responsible
Practical
Independent
Motivated
Confident
Organised
Initiative
Decisive
Sympathetic
Bedside manner
Caring
Team player

Things the job might include

Assisting / assistance
Organising / organisation
Managing / management
Installing / installation
Maintaining / maintenance
Responding / response
Decision-making
Systems
Programmes
Recording / records
Monitoring
Fixing
Planning
Variety
Paperwork
Administration
Enquiries / querying
Checking
Life-saving
Despatching
Arranging
Training
Development
Caring
Teamwork



Together we can make a difference!

www.stepintothenhhs.nhs.uk