



ROYAL COLLEGE OF  
PHYSICIANS AND  
SURGEONS OF GLASGOW

September 2021

Dear Applicant

**Examinations Administrator - 35 hours per week - permanent**

Thank you for your interest in the above post.

Please take the time to study the attached

- Advertisement
- Job description
- Person specification
- Equal Opportunities Monitoring Form

On reviewing the information should you decide to apply for the post please do so via **S1jobs**.

**The closing date is Wednesday 22<sup>nd</sup> September 2021 at 12 noon.**

**It is anticipated that interviews will be held on Tuesday 28<sup>th</sup> or Wednesday 29<sup>th</sup> September and candidates will be asked to undertake competency-based tests.**

If you have any queries please contact [HR@rcpsg.ac.uk](mailto:HR@rcpsg.ac.uk) or access the recruitment package at <http://rcp.sg/careers>.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Roz Wood'.

Roz Wood  
**HR & OD Manager**

**Enc**