



ROYAL COLLEGE OF
PHYSICIANS AND
SURGEONS OF GLASGOW

RW/em

January 2023

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 contents of the recruitment pack which includes:

- Advertisement
- Job description
- Equal Opportunities Monitoring form

On reviewing the information should you decide to apply for the post please do so **via S1jobs/Indeed** by submitting your CV, with a covering letter and Equal Opportunities Monitoring form (available from our website)

The closing date is Friday 27th January 2023 at 12 noon. However, we will assess applications as they are received and call successful applicants for interview. Therefore, the closing date may be brought forward without notice. We anticipate interviews will be held on 2nd or 3rd February 2023.

If you have any queries please contact HR@rcpsg.ac.uk

Yours sincerely

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

Roz Wood
HR Consultant