



ROYAL COLLEGE OF  
PHYSICIANS AND  
SURGEONS OF GLASGOW

LQ/em

April 2023

Dear Applicant

**Examinations Administrator - 28 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 Wednesday 19<sup>th</sup> April 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 26<sup>th</sup> or 27<sup>th</sup> April 2023.**

If you have any queries please contact [HR@rcpsg.ac.uk](mailto:HR@rcpsg.ac.uk)

Yours sincerely

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

Lisa Quinn  
**HR Manager**