



**Administrative Assistant**  
**28 hours per week**  
**Glasgow**

**Salary grade 2 - £17,472 pro rata (£21,840FTE)**

**The College has introduced hybrid working which enables employees to work from both their home and in the College. As part of this arrangement, employees will be required to spend at least 50% of their working time in the College, with the days being subject to the needs of the business.**

The Royal College of Physicians and Surgeons of Glasgow is a worldwide community of inspiring health professionals working together to advance the profession and improve patient care. Together we're a force for good, determined to make a positive difference, and passionate about speaking up for the profession.

Our community is made up of the expertise and experience of our 15,000+ outstanding, hardworking members, supported by over 100 College staff. Together, our clinicians, all of whom give their time freely to the work of the College, and staff are committed to providing an innovative, relevant and inspiring programme of activity across the College, with the ultimate aim of enhancing patient safety.

With care and compassion at our core, our work is guided by our values of inclusivity, integrity, community, innovation, and inspiration, and we are committed to living these values and behaviours through the way we work and interact with each other. The College promotes an agile, flexible workforce and applications from individuals seeking part-time, job-share, or flexible working arrangements are welcome.

### **The Role**

Reporting through the Examinations Manager to the Deputy Head of Assessment and Director of Education and Assessment, the Administrative Assistant provides support to the Examination Administrators for postgraduate medical, surgical, and dental examinations. The post-holder will be allocated to the medical examinations team but will also work across the wider unit as necessary. A clear grasp of the full range of examination requirements needs to be developed. The role involves planning and working both independently and as a team member, and requires strong organisational skills, a proactive attitude and attention to detail.

### **About You**

- At least 5 National 5 certificates (or equivalent), level C and above, including Mathematics and English
- A good knowledge of Microsoft Word and a working knowledge of spreadsheets, databases and PowerPoint is essential, as is a familiarity with modern office and IT systems
- Knowledge of relevant legislation (e.g. GDPR) is desirable
- Relevant administrative support or clerical experience of 1-2 years' duration is desirable
- The post holder must be willing to attend examination venues external to the College.
- Additional hours need to be worked in accordance with the demands of the Unit's business activities. Examinations may require early morning attendance at centres and/or later finishes.

The full job description can be found on our website.

### **Benefits**

- 40 days holiday (pro rata)
- Pension
- Life Assurance Benefit
- Enhanced Sick Pay, Maternity, Paternity and Adoption pay
- Wellbeing Benefit
- Cycle to Work Scheme

Successful candidates will have the requisite ability and experience to meet the specific requirements of the post. If you believe you have the skills to be part of our team then apply by submitting your CV, with a covering letter and Equal Opportunities Monitoring form (available from our website).

**The closing date is Friday 3<sup>rd</sup> May 2024 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 9<sup>th</sup> or 10<sup>th</sup> May 2024.**

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

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