



Royal College of Surgeons of England

ADVANCING SURGICAL CARE

Job Title: Surgical Exams Officer
Salary: £27,630-£33,275
Contract Type: up to 11 months FTC
Location: London (with remote working where applicable)

About us

The Royal College of Surgeons of England is one of the best known professional membership organisations in the world, with a name and reputation that speak for excellence in the UK and across the globe. We provide education, assessment and development to nearly 30,000 surgeons, dental surgeons and members of the wider surgical and dental teams at all stages of their career; we set professional standards, facilitate research and champion world-class surgical outcomes for patients.

About the role

The Royal College of Surgeons of England is looking for someone to join the Dental and Surgical Examinations Department as a Surgical Exams Officer. This post is a key member of the Surgical Examinations team, which is responsible for delivering the College's surgical examinations, both in the UK and overseas. The role has a focus on preparation of examination materials and arrangements for the written or practical exams, in either a face-to-face setting or remotely using online examination platforms (if required). The workload is varied, challenging and rewarding, and you will be part of friendly department with a strong ethic of teamwork and collaboration. Interviews will be held by Microsoft Teams.

Responsibilities

- Undertake the preparation and dispatch of examination materials, including clinical props and equipment, as directed by the relevant Senior Examinations Lead/ Manager
- Support the preparation and collation of assessment material for specified examinations in adherence with identified deadlines
- Provide administrative support and deputise for examinations manager and senior officer as required
- Participate in the set-up of examinations, checking that equipment and all administrative arrangements are in order
- Supervise examinations at the College and remotely coordinating temporary or local staff and acting as College representative as required
- Maintain office supplies, examination materials and stock as requested
- Maintain the integrity of examinations and related data
- Undertake such other duties, in contribution to other areas of departmental activity and appropriate to the grade, as required
- General examination administration

About you

Qualifications

- Degree-level education (or relevant experience)

Skills/Experience

- Experience of working in an clinical exams environment
- Experience of working with clinical material in an assessment context
- Good written and communication skills
- Good numeracy skills
- Strict adherence to deadlines
- Microsoft Office
- Ability to work in a complex and fast moving environment
- Ability to work as part of a team
- Good organisational skills
- Good time-keeping

- Able to work on own initiative
- Attention to detail
- Able to work to tight deadlines

What we can offer you

- 27 days paid holiday + bank holidays and up to 4 college closure days
- Flexible working
- Enhanced contributory pension scheme & other leave entitlements
- Variety of learning and development opportunities
- Wellbeing programme & Employee Assistance Scheme

Interested Candidates:

If you wish to apply or if you have any questions about this position please email your CV together with a cover letter to RCSHR@rcseng.ac.uk.

Any personal data collected from you, or that you provide to us, will be processed by us in accordance with our recruitment processes. If unsuccessful in your application, your information will be held by us on our database for a period of 6 months before deletion. If you would like your information removed sooner, please contact RCSHR@rcseng.ac.uk

Closing date: 30 May 2025

The Royal College of Surgeons of England is an Equal Opportunities Employer. We are open to all talent and we actively ensure that all qualified applicants will receive equal consideration for employment without regards to race/ethnicity, nationality, religion, pregnancy, marital status, sexual orientation, gender identity/expression, age and disability

The Royal College of Surgeons of England is committed to protecting your privacy. We are registered as a data controller with the Information Commissioner's Office (ICO). All College employees are responsible for records held, created and used as part of their work for the College including patient/client, corporate and administrative records. Records are managed according to the requirements of the Data Protection Act 2018 and ensure confidentiality. The College ensures that staff are trained to handle the information you submit to us with care and discretion, seeking advice where necessary.

Please note that this advert may close early if we reach the maximum applications