

# **THE ROYAL COLLEGE OF SURGEONS OF EDINBURGH**

## **Professional Activities Department**

### **Examinations**

#### **Assistant Examinations Administrator**

#### **Temporary (for up to 1 year)**

##### **1. General Information**

The Royal College of Surgeons of Edinburgh is an independent membership organisation principally concerned with the education, training and assessment of Surgeons, Dental Surgeons and Doctors who are involved in the surgical care of patients. Founded in 1505 the College currently has a membership of approximately 19,000 subscribing Fellows in approximately 95 countries throughout the world.

The Governing Body of the College is the Council, which comprises a President; two Vice-Presidents, Treasurer, Honorary Secretary and fifteen elected Members of Council. The Office Bearers are appointed for a three-year term of Office and the Members serve for five to ten years.

Executive management of the College is vested with a Chief Executive who is responsible through the President to the Council.

The number of staff currently employed by the College is approximately 130.

For further information please visit our Websites: [www.rcsed.ac.uk](http://www.rcsed.ac.uk) and [www.surgeonshall.com](http://www.surgeonshall.com)

##### **2. The Role of the Assistant Examinations Administrator**

###### **Principal Task**

To support the Examinations Administrators in all aspects of examination administration.

### Secondary Tasks

- i. Update information on information systems.
- ii. Assist in other sections of the Assessment and Quality Assurances Department as required.
- iii. To carry out any appropriate tasks as delegated by the Senior Administrator or Examinations Manager.

### Duties

In the performance of the Principal Task, the Assistant Examinations Administrator may be required to carry out some or all of the following activities and also to assist the Examinations Administrators in carrying out some of the duties of their posts.

- i. Log the receipt of examination applications forms and supporting documentation onto application tracking system.
- ii. Process examination application forms.
- iii. Process financial details, including the processing of refunds.
- iv. Scrutinise and collate paperwork for examinations.
- v. Prepare and despatch paperwork and materials for examinations.
- vi. Maintain the database of the Faculty of Examiners and process applications from potential examiners.
- vii. Organise QA Assessors and record assessments.
- viii. Responding to enquiries from candidates by email, letter and telephone in a timely and professional manner.
- ix. Order and maintaining stationery supplies for the Department.

Note: These duties are not exhaustive.

### Accountability

The Assistant Examinations Administrator is accountable to the Examinations Manager, through the Senior Examinations Administrator.

### Working Patterns

The nature of the job is such that tasks are time-critical; an ability to work to tight deadlines, often under pressure is required. The Assistant Examinations Administrator will be required to work outside of normal working hours from time to time and particularly during the examinations periods, when early morning or late evening working will be required. The Assistant Examinations Administrator may also be required to travel and to work away from Edinburgh during certain examinations; this may require overnight stays away from the Assistant Examinations Administrator normal place of residence and, possibly, travel overseas. **These commitments are an integral part of the job activities.**

Ad-Hoc

- i. Undertake any training identified as relevant to the post.
- ii. Undertake any other duties which may be required in the College, commensurate with the grade of the post.

**3. Qualifications**

Good level of Education	Essential
Good keyboard skills	Essential
Computer literate	Essential

**4. Experience**

Administrative/IT experience, preferably in a Professional or Educational organisation	Essential
Computer/word-processing skills (Microsoft Office) and Database experience (Excel)	Essential

**5. Personal Qualities**

Good telephone manner	Essential
Pleasant person to person manner	Essential
Smart appearance	Essential
Methodical and conscientious approach to work	Essential
Flexible attitude to tasks assigned	Essential
Ability to work as part of a team	Essential

**6. General Information**Pension Scheme:

The College has its own contributory Pension Scheme. Further information is available from the College Pension Trustee. (Anyone wishing to transfer from an existing Pension Scheme should discuss this option with their Financial Adviser). College retirement age is 65.

Sick Pay Scheme:

Members of staff are eligible for the benefits of the College's Sick Pay Scheme once they have been in post for a minimum of six months.

Annual Leave:

30 Working days per annum.

Nominated Public Holidays:

In addition to the period of annual leave notified above, you will be entitled to the following nominated public holidays as they fall due:

New Year's Day  
May Day  
Christmas Day

Good Friday  
Spring Holiday  
Boxing Day

Easter Monday  
Autumn Holiday

General:

The College has a no smoking policy.

All posts are offered subject to the receipt of references satisfactory to the College.

All posts are offered on a three-month probationary period basis.

Candidates may be requested to undergo a medical examination.

Salary:

The salary will be £14,637 per annum (pro rata). Salaries are reviewed individually each year.

March 2010