



Royal College
of Surgeons
of England

ADVANCING SURGICAL CARE

Job Title – Surgical Exams Lead (Materials)

Salary – from £37,041 per annum

Contract Type – Permanent, Full-time (35 hours)

Location - We fully support flexible working, from our superb offices in Holborn and from home. We do require staff to spend 20% of their time in the office. This is subject to role requirements.

About us

Do you want to change healthcare for the better?

Join the Royal College of Surgeons of England (RCS England) and you will be part of a professional membership organisation and registered charity that is committed to advancing surgical care.

We provide world-class education, assessment and development to 30,000 surgeons and dental surgeons at all stages of their career. Our vision is to see excellent surgical care for everyone. We do this by setting professional standards, facilitating research and championing the best outcomes for patients.

Our heritage home in Lincoln's Inn Fields, Holborn

Nestled in the heart of bustling London, our beautiful heritage building in Lincoln's Inn Fields, Holborn, offers an easily accessible location steeped in history. Now transformed into a centre of excellence for surgery, it provides a welcoming place for all our members to train, meet or network, wherever they live and work.

About the role

The Royal College of Surgeons of England is looking for a Surgical Exams Lead (Materials) for the Dental & Surgical Examinations department. 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.

Responsibilities

- Supervise staff including the setting of objectives and performance management
- Oversee the procurement of the clinical exams material
- Oversee the implementation and maintenance of the clinical exam material in conjunction with the College's UK storage partner
- Lead on the clinical exams delivery including:
 - Preparation of material for each exam diet
 - Delivery of practical elements of the clinical (OSCE) including deputising for the Exams Manager as overall lead (as required)
 - Supervising exams in UK and overseas (often for 1-2 weeks at a time)
 - Liaise with external centres
- General examination administration

About you

- Degree-level education (or relevant experience)
- Experience of working in a 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
- 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
- Experience of line management or supervisory responsibility (desirable)

What's in it for you?

- 27 days paid holiday + bank holidays and up to 4 college closure days over the festive period & other leave entitlements (carers leave, fertility treatment leave, etc.)
- Hybrid and flexible working. We require staff to spend a minimum of 20% of their time in the office, subject to role requirements.
- Opportunity to work from outside the UK (up to 2 weeks) (dependant on eligibility)
- Enhanced contributory pension scheme
- Equal access to enhanced parenthood leave
- A range of staff and peer networks
- Employee health and wellbeing committed (Healthcare cash plan, menopause friendly, disability confident employer, mental health first aiders, EAP etc.)
- Retail discount platform
- Sabbatical and volunteering opportunities
- Variety of learning and development opportunities

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: Monday 21st September 2026

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 age, disability, gender reassignment, marriage or civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation.

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.