



Royal College of Surgeons of England

ADVANCING SURGICAL CARE

Job Title: Trainee Services Coordinator

Salary: from £28,530 per annum

Contract Type: Fixed term (14 months parenthood cover), 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

This is an exciting opportunity to join the Dental and Surgical Examinations Department as an Examinations Officer. This post is a key member of the Surgical Examinations team, which is responsible for delivering the College's dental and surgical examinations, both in the UK and overseas. The role has a focus on preparation of examination materials and arrangements for the written and practical exams, either in a face-to-face setting or remotely, using online examination platforms. The workload is varied, challenging and rewarding, and you will be part of friendly department with a strong ethic of teamwork and collaboration.

Responsibilities

- Support in the preparation of examination material
- Other pre-examination administration, such as travel bookings and dispatch of materials
- Liaison with examination centres and online delivery platforms
- Invigilation on examination days
- Support of committee meetings

About you

- 1-2 years' experience in an office environment
- Good organisational skills
- Good written and verbal communication skills
- Able to work as part of a team
- Able to work to tight deadlines

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@rceng.ac.uk

Closing date: Monday 5th October 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.