

Ministry of Education

17th November 1971

Dear Sir,

SURGICAL ASSISTANT

Mr. J. H. Smith, B.Sc.

I am pleased to inform you that your application for the post of Surgical Assistant has been successful. You are invited to accept the post on the basis of the following conditions:

1. You will be employed on a full-time basis, Monday to Friday, 9.00 am to 5.00 pm.
2. Your salary will be £12,000 per annum, plus a pension of £1,000 per annum.
3. You will be entitled to 25 days annual leave.
4. You will be required to work on a rota basis, including nights and weekends.
5. You will be expected to perform all the duties of the post as outlined in the job description.
6. You will be required to undergo a medical examination and to provide references.
7. You will be required to undergo a probationary period of 6 months.
8. You will be required to undergo a period of training and to be supervised by a senior surgical assistant.

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