



MAGDALENE COLLEGE  
CAMBRIDGE



**HR Coordinator**

**Candidate Information Pack**

**January 2026**

# About Us

Magdalene College is one of the ancient Colleges of the University of Cambridge, it was originally founded in 1428 and re-founded in 1542. Although we are rightly proud of our history, we are a thoroughly modern and forward-looking College.

We have developed a strong programme in the Sciences alongside traditional strengths in Arts subjects and the first priority for students is academic work. However, there is also a thriving extracurricular life in the College, and we take pride in the high level of pastoral care offered to junior members. There are around 600 undergraduate and postgraduate students, and just over 100 Fellows and the Master who together make up our warm and thriving College community.

The College employs just over 100 members of staff across various departments including Alumni and Development, Academic Office, Finance, Catering, Maintenance, Gardens, Libraries, Porters, Housekeeping and IT. Further information is available from the College's website <http://www.magd.cam.ac.uk>

## College Facilities for Staff

Staff are able to use the College gym which consists of a weights gym and a room with cardio equipment. The College also has a squash court and Eton Fives court. These can be booked through the Porters Lodge. Basketball, tennis and volleyball courts along with football Astro pitches can be booked through St John's College.

Magdalene is registered with Cycle Scheme, a tax-efficient scheme for buying a new bicycle.

During the summer staff may use the College punts for up to two hours. These should be booked through the Porters Lodge.

The College has a social committee who run events for staff, including the annual day trip which is open for all staff to attend.

## Meals

All staff working a shift of a minimum of 4 hours per day are eligible to take a free lunch. This includes permanent staff and those on a fixed term contract. The value of the meal is up to £7.20 per day which equates to over £1600 per year for those working in College 5 days a week.

## Family Friendly Policies

The College offers enhanced maternity, paternity and adoption pay as well as generous sick pay for those who have more than six months service. College staff are also eligible to apply for spaces at nurseries run by the University which offer subsidised rates. This is in addition to the flexible working policy. More details on all of these are in the Staff Handbook.

## Benefits

The college offers a range of benefits, including:

- Group Life Assurance.
- Help@hand Portal where you can access remote GP appointments, medical second opinions, savings and discounts, financial support and much more.

- Wellbeing classes such as pilates and yoga.
- Flu jabs.
- College pension contributions of up to 12% plus up to 10% staff contribution.
- Eye tests with Specsavers.

## Department Information

The HR department is a small team consisting of an HR and College Office Administrator, HR Coordinator and HR Manager (all part time) who report to the Assistant Bursar. The team are responsible for managing all aspects of employee's employment journey from placing adverts, administering the recruitment process, training and development and any employee relations issues. Although the College is part of the wider collegiate University the HR policies and procedures are developed internally. The work of the team is therefore varied and covers all HR functions.

### Working Conditions

Which statement best describes the environment in which the role will primarily be based?

Office based. Some travel to similar sites may be required. Normal health and safety requirements will be followed.

### Physical Requirements

Which statement best describes the physical demands of the role?

Requires normal physical effort associated with an office environment (or equivalent).

### Sensory Requirements

Which statement best describes the sensory demands of the role?

Uses normal office equipment and/or standard tools.

## Role Summary

The College is looking to appoint to the role of HR Co-ordinator working within the HR team. The postholder will have responsibility for dealing with employee relations issues, assisting line managers with recruitment, drafting employment contracts and supporting all the broader HR processes and reporting requirements. Ensuring fairness and consistency across college. The post holder will play a key role in implementing any new practices as a result of the Employment Rights Act.

Responsible to: HR Manager

# Job Description

## Main Duties and Responsibilities

### Recruitment and onboarding

- Assist with the preparation of job descriptions and recruitment packs
- Assist line managers with providing suitable interview questions
- When requested support line managers by sitting on interview panels
- Draft offers of employment including calculating annual leave entitlements.
- Draft the paperwork relating to casual workers, ensuring all checks are completed
- When necessary assist with the recruitment of Fellows.
- When required draft contracts of employment for new Fellows.
- Assist in the provision of feedback to candidates after the recruitment process
- Support the onboarding of new members of staff including providing the HR Induction
- Provide advice to managers throughout probations periods, ensuring effective review meetings take place

### Employee relations and resourcing

- Advise managers and staff on employee relations issues, this could include sickness absence, disciplinary, performance or grievance cases.
- Advise managers and staff on statutory and college entitlements to the various types of leave, pay, flexible working arrangements and all HR procedures.
- Act as note taker at formal hearings
- Ensure all payroll paperwork is received and logged, including right to work checks
- Work closely with the Senior Payroll Administrator responding to queries regarding salaries and ensuring information on accrued annual leave is correct
- Assist with the process of salary benchmarking
- Administer the DBS check process where necessary
- Assist the HR manager with the review and promotion of employee benefits
- Assist with the review and implementation of HR policies and procedures
- Gather and collate items for the monthly wellbeing newsletter

### Employment changes

- Draft paperwork for amendment to contracts including changes of hours, roles and pay
- Confirm the maternity or family leave entitlements to members of staff. Conduct the risk assessments for pregnant employees.
- Respond to HR queries regarding policies and the staff handbook

### Training and development

- Review appraisal paperwork, identifying any themes, action or training needs.
- Booking, monitoring and logging training completions e.g. first aid training
- Assist in monitoring the training provision to ensure it is appropriate

### End of employment

- Writing letters to confirm resignation acceptance and calculating accrued annual leave entitlement.
- Respond to reference requests
- Conduct exit interviews and produce reports on recurring themes or issues.

### Other

- Assist with writing reports for committees e.g. updates on staff changes, sickness absence reports

# Person Specification

The following criteria are appropriate to this post:

## **Knowledge and experience:**

- Experience of working in an administration capacity within HR
- Educated to A-level (or equivalent standard)
- Level 5 CIPD qualification
- Knowledge of employment law
- Experience of preparing contracts and calculations such as annual leave
- Knowledge of working time legislation and case law around payment for annual leave
- Knowledge of employment rights and the different types of employment status
- Experienced user of Microsoft Office
- Demonstrate factual and theoretical knowledge of HR Administration including equality and diversity legislation
- Experience of implementing new ways of working
- Experience of advising managers on handling employee relations issues such as poor performance, disciplinary situations or sickness absence.

## **Personal skills and abilities:**

- Excellent communication and interpersonal skills
- Excellent organisational skills with the ability to meet deadlines
- The ability to take ownership of the HR processes but to know when to flag concerns
- Ability to build and maintain effective working relationships and networks
- Able to develop and promotes new ways of working to improve performance
- Ability to resolve complex problems
- Ability to work independently and unsupervised

# Remuneration and Benefits

## **Hours of Work**

The post is available on either a full or part time basis, with the minimum number of hours 27, ideally spread across at least four days. There is some flexibility on the exact number of hours and the work pattern. The post will be based in Magdalene College but subject to the demands of the role and in accordance with the Hybrid Working Policy, the post holder may be able to work from home for part of the week.

## **Remuneration**

The post is offered at a salary of up to £34,983 per annum for 36.25 hours per week. Part time hours will be paid on a pro-rata basis.

## **Holidays**

The College offers full time members of staff 33 days leave a year, including bank holidays. This is pro-rata for those who are not full time.

## **Pension**

The post holder will join the College's auto enrolment pension scheme with generous additional contribution options on completion of probationary period.

## Probationary and Notice Period

There will be a six-month probationary period. Upon successful completion of the probationary period, the notice period will be two months

## How to Apply

Please download and complete both parts of the application form from the College website at [www.magd.cam.ac.uk/about/vacancies/non-academic](http://www.magd.cam.ac.uk/about/vacancies/non-academic).

Send your completed application by email to the HR Manager, Hannah Millward, at [hm611@cam.ac.uk](mailto:hm611@cam.ac.uk).

The College postal address is:

HR, Magdalene College, Magdalene Street, Cambridge CB3 0AG

## Enquiries

Further enquiries about your application may be made by email to [hm611@cam.ac.uk](mailto:hm611@cam.ac.uk)

## Closing Date

The closing date is 9am Monday 2<sup>nd</sup> February with interviews expected to take place on Wednesday 11<sup>th</sup> February.





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