



MAGDALENE COLLEGE  
CAMBRIDGE



**Domestic Bursar**

**Candidate Information Pack**

**March 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 around 110 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 <https://www.magd.cam.ac.uk>

## Role Summary

The College is looking to appoint a Domestic Bursar with the role due to commence in September 2026.

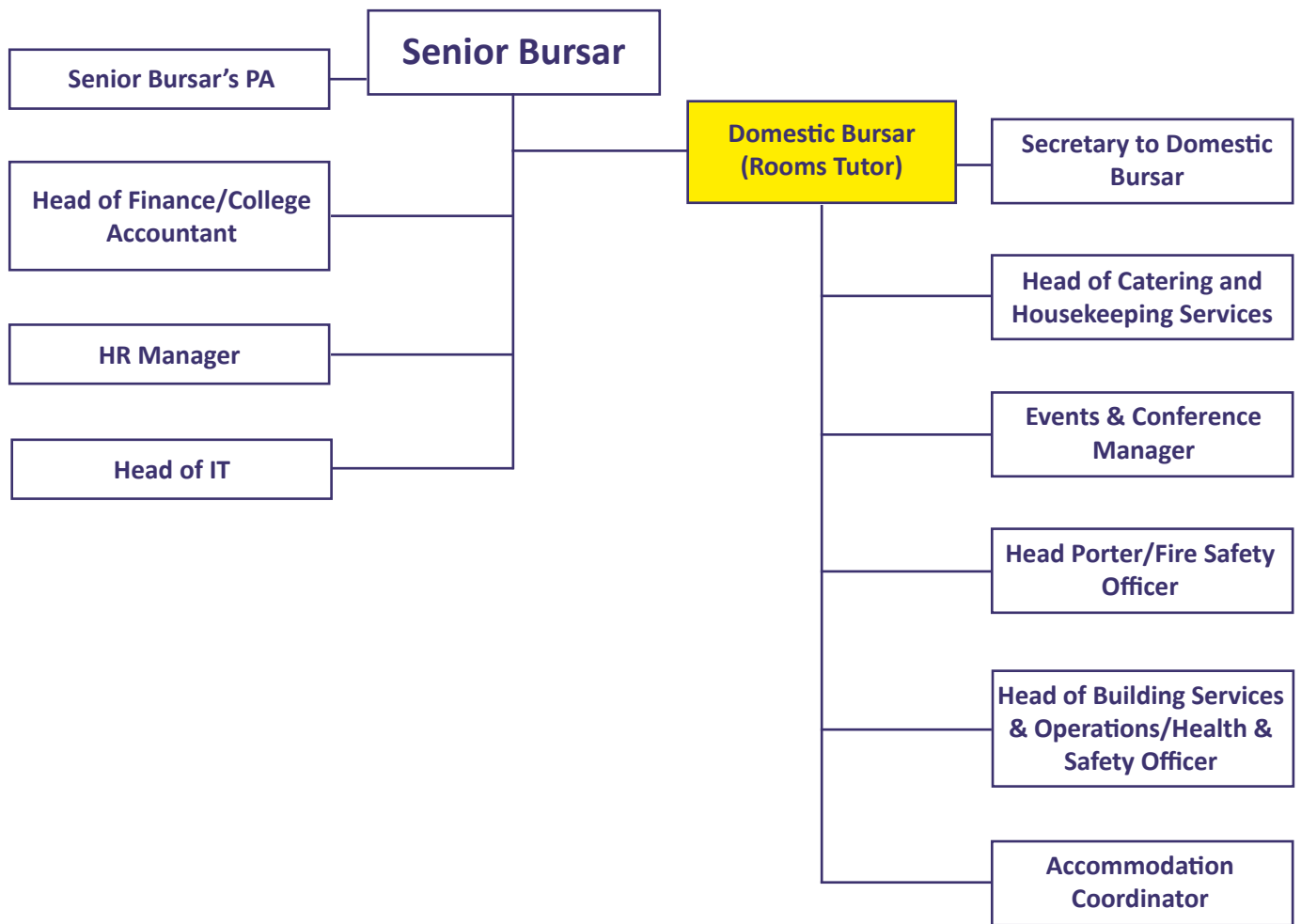
The Domestic Bursar is responsible for several strategic functions across the College supporting the Senior Bursar in developing the College non-academic strategy. They will oversee, lead and manage many of the College's operational services such as Porters, Catering (including Buttery and student bar), Conferencing, Housekeeping, Buildings, Accommodation and Gardens. There are approximately 80 members of staff in these teams, plus casual workers. While the day-to-day running of these departments is delegated to the respective Heads of Department, the Domestic Bursar retains overall accountability for activity in these areas, including regulatory compliance where applicable. They will also support the Bursar in providing financial oversight of domestic operations and help manage risk in these areas.

The role includes generating commercial income from hospitality services and supporting the planning and delivery of capital building projects. The college estate, whilst compact, contains a mix of old, including some listed buildings along with more modern structures such as the award winning New Library. Maintaining and enhancing these buildings is a key priority for the college. The historic Pepys Building, home to the Pepys Library is currently undergoing a total refurbishment which is due to be completed in summer 2026. Plans are being prepared for significant structural enhancements to the cafeteria area to create a multipurpose student hub and slighter longer term plans include refurbishing and decarbonising some of the student accommodation areas. These are large projects and it is expected that the Domestic Bursar will be a member of the project team.

The Domestic Bursar is also responsible for Data Protection and related regulatory compliance.

This senior role is pivotal in supporting the College's operations and ensuring the seamless and efficient delivery of essential services to its community of Fellows, students, and staff as well as to external guests including conference attendees and alumni.

# Magdalene College Bursary





## Job Description

### Main Duties and Responsibilities

The main duties of the post include the following (this list is not exclusive):

#### Leadership and Management

- Lead, motivate and manage Heads of Department (Catering (including Buttery and Student Bar), Conference, Maintenance, Porters' Lodge, Gardens, Housekeeping) and other direct reports in Student Accommodation and Health & Safety
- Work on staff development and training, including annual appraisals
- Develop key performance standards for the delivery of high-quality services
- Work with HR, as required, to design and implement appropriately structured and staffed departments ensuring cohesive operations
- Provide effective leadership to direct reports and their teams, ensuring departments work together as an effective team
- Ensure compliance throughout operational teams
- Act as a College Officer and member of the College's senior management team, contributing actively to the development and delivery of the strategic priorities
- Participate in relevant committees, working groups, and governance discussions to help shape policy and long-term planning

#### Operations

##### Buildings, Maintenance and Gardens

- Ensure College buildings, facilities and gardens are maintained to high standards. The estate includes many listed buildings
- Work with the Head of Building Services to maintain a detailed long-term maintenance plan (10 years) with indicative costs
- Support the Senior Bursar in the development and implementation of capital building and garden projects
- Ensure all works comply with regulatory and planning requirements and are carried out without undue risk
- Help to coordinate works alongside other College departments to ensure a balance between competing demand

## Hospitality

- Be responsible for the strategy and overall management of the College's hospitality services: commercial activities, internal catering, buttry and student bar
- Develop plans to increase commercial revenue from conference and associated catering activities within parameters set by the College
- Ensure coordination of commercial activities and internal functions and catering services

## Student Accommodation

- Contribute to the development of the College strategy for delivering high quality, value for money, student accommodation
- Oversee the College's student accommodation, optimising use of space
- As Student Rooms Tutor oversee the allocation of student rooms, setting of student rents and liaison with the Academic Office/Tutors on student room matters
- Ensure student accommodation complies with ANUK Code of Practice
- Maintain good relations with students and student engagement on operational matters

## Porters' Lodge

- Oversee the operations of the Porters' Lodge ensuring a welcoming, safe and secure College environment
- Be responsible for fire safety throughout the College

## Housekeeping

- Oversee the management of cleaning and furniture services, maintaining high standards of service delivery
- Ensure the development and maintenance of a forward plan for furnishings expenditure

## May Ball

- Oversee relevant College operational activities, including facilities and health & safety of the biennial student-led May Ball



## Other areas of responsibility:

### Budgets

- Oversee the preparation of operational departmental annual budget proposals
- Ensure expenditure is managed to budget
- Adhere to College financial systems and processes including effective procurement
- Seek efficiency and effectiveness improvements in operational departments

### Health and Safety

- Chair the College Health & Safety Committee, lead on College Health & Safety policy working with the College Health & Safety Officer, the College Fire Officer and external Health & Safety advisers
- Maintain appropriate operational risk management processes, including operational risk registers, and compliance with all relevant legal requirements
- Develop and maintain appropriate business continuity plans, including testing
- Promote high health & safety standards and practices across the College

### Data Protection and other compliance

- As Data Protection Lead for the College, be responsible for adherence to data protection legislation, regulations and guidance, responding to Subject Access Requests and Freedom of Information requests
- Assume overall responsibility for, and ensure compliance with, all relevant regulations and legislation including ANUK regulations and applicable fire, health and safety (including public health), and licensing legislation
- Develop appropriate data audit systems to ensure departmental compliance
- Be a member of the Prevent Team
- Ensure the Implementation of the College Safeguarding policy relevant to operational departments

### Insurance

- Be responsible for annual renewal discussions with the College insurance broker ensuring appropriate and adequate insurance is maintained

### Environment and sustainability

- Support the Senior Bursar and College Environmental Committees in developing College sustainability strategies and policy
- Embed sustainable practices within operations activities and promotion of responsible energy use, waste reduction and sustainable procurement
- Raise awareness and engagement of sustainable initiatives across the College community

The above description is not exhaustive, and the Domestic Bursar would undertake other appropriate responsibilities if reasonable and asked to do so.

## Committees

### Internal:

- Finance & General Purposes Committee (member)
- Tutors' & Pastoral Group (member)
- Buildings and Conservation Committee (member)
- Health & Safety Committee (Chair)
- Student Consultative Committee (member)
- Heads of Department meetings (internal management)

### External

- Prevent Team
- Bursars' Committee (member)
- Domestic Bursars' group (informal information sharing)

# Person Specification

The following criteria are appropriate to this post:

## Knowledge and Experience

- A degree or equivalent professional qualification.
- Proven senior management operational experience that encompasses overseeing a complex estate or relevant organisation.
- Demonstrable experience managing budgets and resources effectively.
- Experience of effectively leading and developing large multidisciplinary teams.
- Experience of managing operational risks in a regulated environment.
- Knowledge of health and safety regulations and principles.
- Knowledge of data protection legislation and principles.
- Familiarity with environmental sustainability projects and approaches in relevant areas (desirable).

## Personal Skills and Abilities

- Proven ability to lead with empathy, build consensus, and manage change sensitively.
- Excellent communication and influencing skills, with the ability to engage effectively with Fellows, students, staff, and external partners. Including the ability to adapt own communication style to meet the needs of all stakeholders.
- Commitment to a high-quality, customer-focused service ethos.
- Strong analytical/problem solving skills, numerate, with a strong attention to detail.
- Proactive in identifying areas for improvement and developing updated policies for the College.
- Strong project management and organisational skills, well organised, methodical and thorough.
- Strong financial acumen and entrepreneurialism, ability to manage complex budgets.
- Ability to cope well with a varied workload and to change priorities in response to demand.
- Ability to motivate others and build teams addressing process issues where relevant, as well as people's skills and knowledge.
- Excellent IT skills, including MS Office packages.



# Remuneration and Benefits

## Remuneration

The post is offered at a competitive salary of around £85,000 per annum.

## Hours of Work

This is a full time post with standard hours of 37.5 per week however the post holder will be expected to work such hours as are necessary to discharge the duties of the post.

## Holidays

The College offers full time members of staff 33 days' leave a year, including bank holidays.

## Pension

The post holder will be eligible to join the USS pension scheme.

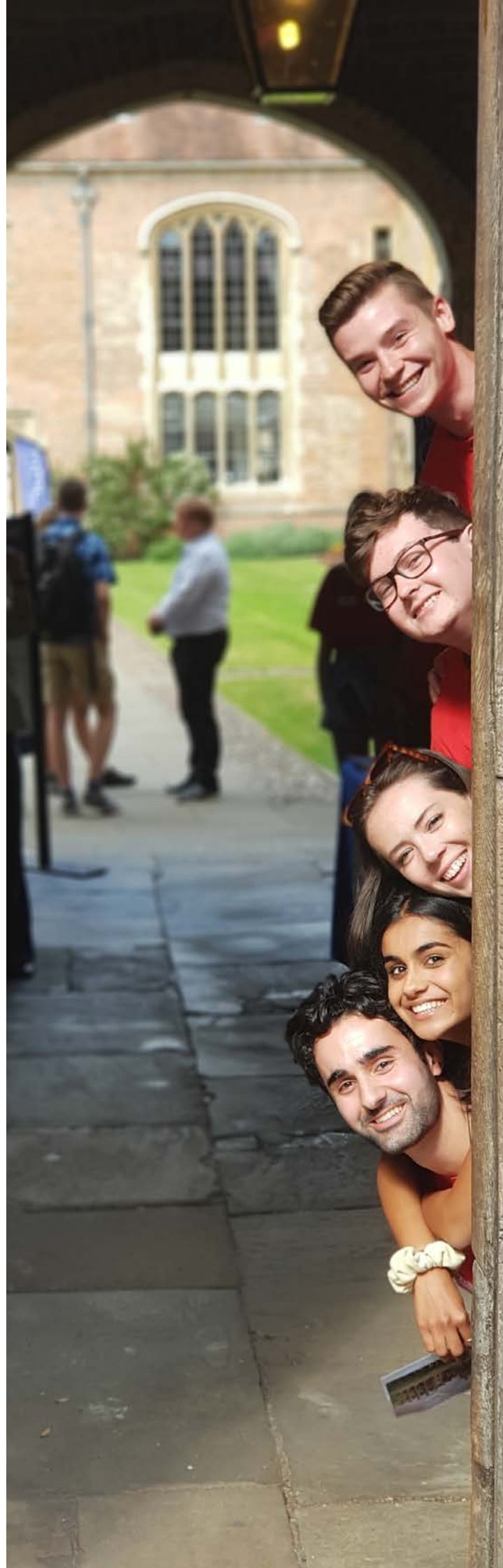
## Benefits

The successful candidate will be elected to a fellowship of the College and will therefore be eligible for associated benefits including dining rights. The post holder will also be eligible to make use of the following:

- Generous pension contributions, sick pay and family leave e.g. maternity policies.
- 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.
- Use of the College gym. 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.
- Use of College punts during the summer.
- Car parking.

## Probationary and Notice Period

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





## How to Apply

Magdalene College is being supported in this appointment by executive search firm Minerva. To apply for this vacancy, please send a covering letter and CV to [magdalene@minervasearch.com](mailto:magdalene@minervasearch.com)

See more information here: [www.minervasearch.com/current-opportunities/magdalene/](http://www.minervasearch.com/current-opportunities/magdalene/)

## Closing Date and interviews

The closing date for this role is midday on 22nd April. Interviews will take place in May 2026.



# MAGDALENE COLLEGE CAMBRIDGE

Magdalene College  
Magdalene Street  
Cambridge  
CB3 0AG

01223 332100

[www.magd.cam.ac.uk](http://www.magd.cam.ac.uk)