



MAGDALENE COLLEGE
CAMBRIDGE



Schools Liaison Officer – 3 Year FTC

Candidate Information Pack

April 2026

About Us

Magdalene College is one of the 31 Colleges of the University of Cambridge. It was originally founded in 1428 and re-founded in 1542. Although we are proud of our history, we are a thoroughly modern and forward-looking College.

There are roughly 600 undergraduate and postgraduate students in residence. 100 Fellows and the Master who together make up our College community. We have developed a strong programme in the Sciences alongside traditional strengths in Arts subjects and the first priority for students is academic work. There is a thriving extracurricular life in the College and we take pride in the high level of pastoral care offered to our students. Further information is available on the College website at www.magd.cam.ac.uk.

Magdalene College Values

Magdalene's greatest asset is its people: a resident community of nearly 800 students, Fellows, and staff.

The College's core values are **'freedom of thought and expression'** and **'freedom from discrimination'** and it encourages its Fellows, staff, students and visitors to engage in robust, challenging, evidence-based and civil debates as a core part of academic enquiry and wider College activity, even if they find the viewpoints expressed to be disagreeable, unwelcome or distasteful.

Magdalene College expects that you will:

- Treat all members of the College (including all staff, partners, students, fellows and visitors) with respect, courtesy and consideration at all times.
- Behave professionally and expect professional behaviour from others in the community (including all staff, partners, students, fellows and visitors).
- Take care of their own health and safety, not compromise the health and safety of others, and comply with College and departmental safety requirements.

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. This is in addition to the flexible working policy. More details on all of these are in the Staff Handbook.

Staff are eligible to use the Tax-Free Childcare Scheme recently introduced by the government to replace Childcare Vouchers

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%.
- Eye tests with Specsavers.

Department Information

The Academic Office deals with student academic matters and is responsible for all enquiries about undergraduate and postgraduate studies, and admissions.

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?

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

Sensory Requirements

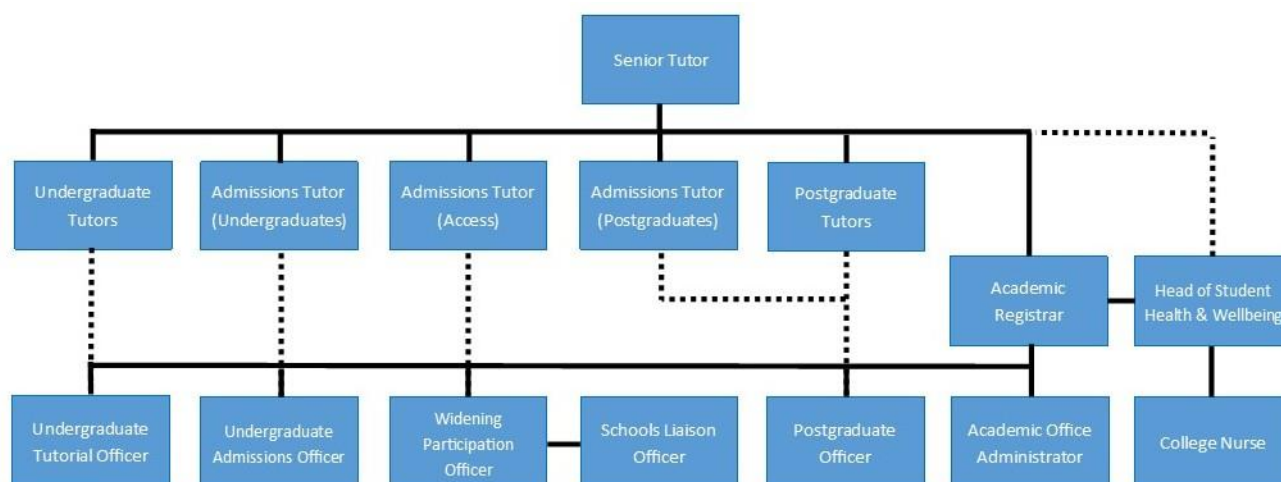
Which statement best describes the sensory demands of the role?

E.g. Uses normal office equipment and/or standard tools

Role Summary

The Schools Liaison Officer (SLO) works within the Academic Office alongside the Undergraduate Admissions, Undergraduate Tutorial and Postgraduate Officers. The post holder works closely with the Admissions Tutor for Access and liaises with Directors of Studies and other Fellows as well as the undergraduate student body (known as the Junior Combination Room or JCR) as appropriate.

Responsible to: The Widening Participation Officer, and the Academic Registrar



Job Description

Main Duties and Responsibilities

The duties of the SLO will be ongoing throughout the year but there will be periods of time when priority must be given to certain high-profile initiatives, such as College residentials and the open days. A high level of flexibility and initiative will be required. The SLO carries out the following duties, although the precise mix of these duties will vary:

- In support of the Cambridge Area Links Scheme, making regular trips to Merseyside, North Wales, and the Isle of Man to put on outreach events, and deliver presentations to school students of various ages (KS3, KS4, KS5), their parents, and their teachers.
- Building and maintaining good relationships with local authorities, multi academy trusts, teachers and schools in our link areas, and maintaining a database of schools, HE advisors, and other contacts.
- Liaising with charities, external partners, and coordinators of multi-school groups (including *Seren*, *Aspire Liverpool*, *HE+*, *Brilliant Club*) to organise and run events.
- Attending HE Fairs where appropriate.
- Producing a regular newsletter to publicise events and opportunities to schoolteachers and other key stakeholders in link areas.
- Coordinating and hosting regular visits to the College by schools and other groups.
- Organising events in College including residential courses and open days.
- Organising and delivering a series of online webinars to students in KS4 and KS5 and teachers.
- Working with the JCR and supporting the undergraduate access officer on widening participation initiatives in College.
- Working with the Widening Participation Officer to manage the recruitment, training, and employment of Student Ambassadors involved in Access and Admissions work in College.
- Recruiting postgraduate students and academics for the delivery of outreach sessions and arranging payment.
- Assisting in the coordination and assessment of the College's essay competitions for school pupils.
- Ensuring that regular contact is maintained with the University Student Admissions and Access (SAA) office and attending community of practice meetings.
- Working with University departments and Cambridge Students' Union to run joint access events.
- Developing, maintaining and promoting online resources for school students, for example, interview videos.
- Working with the Communications Officer to ensure that the Access and Outreach pages of the College website are maintained, and that events are advertised and given due prominence on College channels.
- Ensuring all appropriate work is recorded on the Higher Education Access Tracker (HEAT) database.

- Assisting in the development of College promotional materials as required.
- Assisting the Undergraduate Admissions Officer with the administration of undergraduate applications, interviews and selection throughout November and December.
- Other duties appropriate to the nature of the post as may be required by the Senior Tutor, Academic Registrar or the Admissions Tutors.

Person Specification

The following criteria are appropriate to this post:

Knowledge and Experience

1. An undergraduate degree.
2. To have knowledge of, or be prepared to develop, quickly, knowledge of the courses offered, teaching methods used, and the nature of student life within the University of Cambridge and Magdalene College in particular.
3. Knowledge of, and commitment to recruitment and widening participation to, HE in the UK.
4. Awareness and understanding of the issues that affect recruitment, especially of non-traditional entrants, to Cambridge.
5. Knowledge of the structure and systems of UK HE.
6. Knowledge of the structure and systems of UK secondary schools and colleges.
7. Administration experience is desirable, including handling confidential information and working to deadlines whilst maintaining accuracy.

Personal Skills and Abilities

1. Excellent and highly developed communication skills, capable of interacting with different sized groups of students of various ages from schools and colleges across the UK, as well as senior managers, tutors and other advisors.
2. Good team worker, but also able to work unsupervised using own initiative.
3. Excellent IT skills (including word processing, email, spreadsheets, databases, and presentation software).
4. Excellent interpersonal, listening and negotiating skills.
5. Sensitivity and flexibility in working with a diverse range of groups; awareness of their needs.
6. Willingness to take responsibility.
7. Reliable and flexible with the capacity to work quickly and accurately through busy periods, with excellent organisational skills.
8. A willingness to travel within the UK; a current driving license is desirable.
9. A willingness to work occasional evenings and weekends (including overnight stays) for which time off in lieu will be given.
10. A willingness to work additional hours when necessary, for which time off in lieu will be given.

Remuneration and Benefits

Remuneration

The salary is 30,116 per annum, which is point 24 on the college pay scale.

Hours of Work

The Post is full time, on a 3 year Fixed Term Contract (36.25 hours per week)

Holidays

25 days annual leave (pro rata excluding Bank Holidays). There is a steady workload throughout the year but there are certain times, such as the school Easter holidays and the first half of December, which can be particularly busy, and at such times leave may not usually be taken.

Pension

The post-holder may, subject to meeting the enrolment criteria, be eligible to join the College's auto enrolment pension scheme at the relevant time, with the option for enhanced employee and employer contributions following successful completion of the 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.

Send your completed application by email to the HR Manager, Hannah Millward, at hr@magd.cam.ac.uk.

The College postal address is:
HR, Magdalene College, Magdalene Street, Cambridge CB3 0AG

Please note a satisfactory enhanced Disclosure and Barring Service (DBS) check will be required due to the nature of the work.

Enquiries

Further enquiries about your application may be made by email to hr@magd.cam.ac.uk.

Closing Date

9:00am Friday 29th May 2026

Interviews

Week Commencing 22nd June 2026



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www.magd.cam.ac.uk