



MAGDALENE COLLEGE
CAMBRIDGE



Personal Assistant (fixed term)

Candidate Information Pack

June 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.

Role Summary

We are looking to recruit a Personal Assistant to provide support to both the Master and President of the College. The postholder will work alongside the President's PA and provide administrative support to functions relating to both the Fellowship and college committees. This includes administering the system for the recruitment of Fellows, guest room bookings, helping co-ordinate some dinners and events and act as secretary to two committees. This is alongside assisting with diary management and responding to correspondence.

The post is fixed term due to a change in Master from October 2027.

Department Information

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

Job Description

Main Duties and Responsibilities

- To provide administrative support to the College Master and President and assist them in executing the functions of the roles. To be aware of issues that may affect the Fellowship of the College, either individually or collectively and ensure the President or Master is informed.
- Diary management for the Master and President and schedule meetings as required.
- Assist with administration for the annual Junior Research Fellow competition and lead on the administration of the recruitment for other Fellowship posts including visiting fellows. This may include:
 - managing applications via the CASC Fellowship Application System.
 - providing candidates' applications and information to the Fellowship Committee and subcommittees
 - coordinating subcommittees with their longlisting and shortlisting of candidates
 - Assisting subcommittee chairs with the appointment of external assessors and liaising with them throughout the report writing and arranging their compensation with the Finance Administrator.
 - requesting longlisted candidates to submit written work and sending work to the chosen assessors.
 - ensuring assessor reports are delivered on time and made available to subcommittees prior to shortlisting.
 - providing subcommittees with a summary document of key candidates' data, scores, feedback and subject specialisms in a clearly presented format for the long listing, short listing and interview days.
 - arranging interviews and providing travel support for shortlisted candidates.
 - Informing the unsuccessful candidates in a timely fashion, as agreed with the President and the Master.
 - arranging the payment of fees to external assessors.
 - Assist with the onboarding of new Fellows
- In coordination with the Accommodation Co-ordinator confirm accommodation available to each Fellow and maintain an up to date list of who is residing where.
- To act as secretary to several college committees including the SCR Catering Committee and Chapel Affairs Committee and Fellows Accommodation Advisor Committee along with any ad-hoc Working Groups. Scheduling, and preparing the agenda and minutes for these Committees and acting as the point of contact for administrative business of these committees. Ensure actions from these committees are followed up.
- Ensure the Master and President have the papers in an appropriate format e.g. hard copy for meetings they Chair or attend.
- Management of events that are organised by the President or Master e.g. Presidential Guest Nights, Mary Magdalene Feast, Fellows Christmas lunch and social events in the Master's Lodge. This will include coordinating with the conference team regarding numbers, seating plans, menus and guest bio's.
- Responsible for communication between the Master / President and the Fellowship and between

the Fellowship and other departments. E.g. drafting and sending the weekly President's newsletter, communicating dining rights.

- Responsible for the booking and invoicing of guest rooms for Fellows using the StarRez system.
- Manage the college google calendar through liaison with the Senior Bursar's PA, Academic Registrar and communications Manager.
- Ensure Fellows who are no longer resident are informed of news and events as necessary. Liaise with Fellows around their specific needs to attend college events.
- Maintain a record of relevant information on the Fellowship as required by the Master and President.

Person Specification

The following criteria are appropriate to this post:

Knowledge and Experience

1. Project management experience
2. Experience of event coordination
3. Excellent IT skills, with experience of the Microsoft Office package and Outlook, and familiarity with on-line calendars such as Google Calendar. Experience of Moodle or similar online document repositories and virtual spaces.
4. Experience of working within a professional office environment and providing secretarial/PA support at a high level
5. Experience of diary management
6. Experience of dealing with a high volume of correspondence
7. An understanding of the Collegiate University, experience of working within a College is desirable
8. A university degree would be desirable but the relevant knowledge may have been gained through work experiences

Personal Skills and Abilities

- Willingness to work independently, to use own initiative and work under pressure, but also comfortable within a team environment.
- Excellent communication skills
- Excellent attention to detail and good organisational skills
- Strong interpersonal skills and an ability to deal with individuals from all walks of life in a flexible and enthusiastic manner.
- Ability to prioritise workload and work to deadlines.
- Confident and polite telephone manner

Remuneration and Benefits

Remuneration

This post is offered at a salary of £33,942 p.a. point 32 on the College pay scale. This is before the cost of living rise which is typically applied in August.

Hours of Work

The post is full time, 36.25 hours per week.

Holidays

Full time members of staff are entitled to 33 days holiday a year, including bank holidays.



Pension

The post holder may be eligible to be enrolled in the College's pension scheme which is NOW. After six months they will be eligible to make enhanced contributions and college may make enhanced contributions.

Probationary and Notice Period

There will be a four-month probationary period. Upon successful completion of the probationary period, the notice period will be one month.

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.

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

Enquiries

Further enquiries about your application may be made by email to

Closing Date

9am 29th July 2026

Interviews

17th August



MAGDALENE COLLEGE CAMBRIDGE

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