Schools Liaison Officer – Three Years Fixed Term

Candidate Information Pack

May 2024
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.

Department Information

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

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.

Three main responsibilities include:

- Providing liaison with schools and colleges, particularly in our link areas of Merseyside, North Wales, and the Isle of Man. Regular travel to schools and colleges in these areas in the UK is expected. The SLO will also coordinate many of the other admissions activities such as school visits to the College, residential courses and open days.
- During the Cambridge admissions process, the SLO will also be required to assist the Admissions Officer with administrative duties connected to the running of interviews and selection.
- To communicate information of outreach activities through the College website, social media, regular newsletters and other means as appropriate.

Responsible to: Widening Participation Officer and Academic Registrar
Job Description

Main Duties and Responsibilities

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

The duties of the SLO will be on going throughout the year but there will be periods of time when priority must be given to certain high profile initiatives, such as our College residential and the HE+ scheme. 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, make 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;
- Build and maintain good relationships with local authorities, multi academy trusts, teachers and schools in our link areas, and maintain a database of schools, HE advisors, and other contacts;
- Liaising with charities and external partners the coordinators of multi-school groups (including Seren, Aspire Liverpool, HE+, Brilliant Club) to organise and run events;
- Attending HE Fairs where appropriate;
- Produce a regular newsletter to publicise events and opportunities to school teachers and other key stakeholders in link areas;
- Coordinating and hosting regular visits to the College by schools and other groups;
- Managing the arrangements for events in College including residential courses, summer schools and open days;
- Working with the JCR and supporting the undergraduate access officer on widening participation initiatives in College;
- Managing the recruitment and employment of Student Ambassadors involved in Access and Admissions work in College;
- Ensuring that regular contact is maintained with Cambridge Admissions Office (CAO), and attending Schools Liaison Officer Group meetings;
- Working with University departments to run joint access events;
- Working with the Admissions Tutor for Access to plan strategy for college outreach engagements
- Manage and maintain the Access and Outreach pages of the College website;
- Developing, maintaining and promoting online resources for school students, for example, interview videos;
- Using social media to support the College’s school liaison activities as appropriate;
- 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 some evenings and part of some weekends for which time off in lieu will be given.
10. A willingness to work additional hours when necessary, particularly during the busy applications period (October to January inclusive), for which time off in lieu will be given.

Remuneration and Benefits

Remuneration
The post is offered at a salary of £28,662 per annum.

Hours of Work
The hours of work are 36.25 hours per week. The post is fixed term for three years. The College has a hybrid work policy which allows staff to work from home for part of the week.

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.

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 £5.90 per day which equates to over £1300 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

**Probationary and Notice Period**

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

**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

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**

3 June 2024