The College

Magdalene College is one of the 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 the Tutors pride themselves on the high level of pastoral care offered to junior members. There are about 500 junior members of whom approx 330 are undergraduates and 170 are postgraduates. There are 40 Fellows, headed by the Master, who make up the Governing Body of the College and also 13 Research Fellows.

On the non-academic side, there are approximately 105 employees in all, split between the various departments of the College, including Porters, Housekeeping staff, Maintenance, Conference and catering, College Office and Tutorial staff.

Further details of the College are available on: the College’s Website: http://www.magd.cam.ac.uk

Purpose of the Job

The College seeks to appoint a part time HR and College Office Administrator to support the College HR function and work as part of the College Office, providing general office administration and some finance related duties. This post is maternity cover until mid January 2019.
Reports to: The HR Manager (HR related matters) and the Deputy College Accountant (College Office matters)

Main Duties and Responsibilities

HR related duties
- Place adverts for staff vacancies, answer enquiries and send out application forms and job descriptions. Reply to all applications. Add (and maintain) vacancies to College and University websites and other appropriate platforms. Coordinate interview arrangements.
- Create files for new staff and maintain a comprehensive filing system.
- Ensure all contracts are returned and correctly completed.
- Ensure the College review process is completed for each member of staff and issue confirmation of appointment letters upon successful completion of probation. Organise computer access for all new staff and coordinate relevant induction training.
- Update and maintain contact details on the College website /add to online staff lists.

General duties
- Provide assistance for Fellows when required and deal with general enquiries from members of the public who visit the College Office or telephone or email for information.
- Open post and distribute, redirect mail as required.
- Monitor the College Office emails and distribute as necessary.
- Maintain photocopier, stationery and office supplies.
- Maintain a comprehensive filing system.
- Collect and process Student Loan Company Payment Advice paperwork from students (year 2 onwards).
- Administer distribution of student grant cheques.

Finance related duties
- Produce invoices for Pepys Library related charges, Southwold bookings and any other miscellaneous charges. Debt collection of guest room booking invoices.
- Bank cheques and cash.
- Be responsible for the petty cash.
- Issue advance charge paperwork and invoices for new graduate students.

Undertake other duties as the Assistant Bursar or Deputy College Accountant may from time to time determine.
Person Specification

The following criteria are desirable for this post:

Personal skills and abilities:
1. Excellent communication skills with the ability to communicate at all levels, internally with Magdalene College and externally.
2. Ability to exercise appropriate discretion and maintain confidentiality.
3. Ability to manage time and prioritise tasks.
4. High level of literacy and good numeracy.

Knowledge and experience:
1. Experience of HR administration desirable but not essential
2. A CIPD Level 3 qualification would be an advantage.
3. Good verbal and written communication skills.
4. Experience of invoicing and/or banking desirable but not essential
5. Good working knowledge of Microsoft Word and Excel.

Salary and Conditions
- The post is to cover maternity leave and is offered on a fixed term basis until mid January 2019 or the return of the postholder, whichever is sooner.
- Hours: part time (21.75 hours) at a salary of up to £24,000 per year FTE.
- 25 days annual leave, (excluding Bank Holidays) pro rata.
- Other benefits include a free lunch when on duty (non-contractual), a generous contributory pension scheme, cycle to work scheme, Medicaid scheme, and the use of sports facilities.
- There will be a one month probationary period.
- 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.

[JW, Jul 2018]

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