Magdalene College
CAMBRIDGE

PA to the Senior Tutor and Academic Registrar
Job Description

The College

Magdalene College, (pronounced “Maudlin”) 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 320 are undergraduates and 180 are postgraduates. There are 40 Fellows, headed by the Master, who make up the Governing Body of the College, a number of Research Fellows as well as Emeritus and Honorary Fellows.

On the non-academic side, there are approximately 116 employees in all, split between the various departments of the College, including Porters, Housekeeping, Maintenance, Gardens, Conference, Catering and Buttery, IT, Libraries, Development, College Office, and the Academic Office.

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 PA to the Senior Tutor and Academic Registrar into a newly created post to provide comprehensive PA and secretarial support in academic matters. Responsibilities will include servicing committees, organising dinners and providing PA support.
Responsible to: Academic Registrar

Main Duties and Responsibilities

Committees
- Providing a Secretariat for Joint Consultative Committee and IT committee.
  - Maintaining forward plans of regular and occasional committee business
  - Administrative support, including the production and distribution of papers, taking minutes, follow up actions, drafting correspondence, archiving etc.
  - Maintaining membership lists and distribution lists.

PA Support
- PA support to the Senior Tutor; answering queries, telephone calls and emails on his behalf and maintaining his diary.
- Provide hard copy papers for committee meetings, copies of College Policies and Procedures, the University Statutes and Ordinances, as well as other ad hoc printing for the Senior Tutor and Academic Registrar as required.
- Providing secretarial support to the Academic Registrar.
- General secretarial duties, including preparing letters, filing, photocopying, canvassing meetings, making travel arrangements etc.

Dinner and Event Organisation
- Organising academic dinners and other events; includes invitations, logistics, menus and diets, venue and access.
  - Scholars Ceremony and Dinner
  - Half Way Dinner
  - Pepys Dinner
  - Maths Dinner
  - Cripps Dinner
  - Commemoration of Benefactors (working with the Development Office)
  - McFarlane Grieve Dinner
  - Jazz Party

Other
- Providing cover for other team members during busy periods or absence to help manage overall office workload.
- Other duties appropriate to the nature of the post as may be required
Person Specification

The following criteria are appropriate to this post:

Qualifications:
1. Educated to GCSE or equivalent

Experience and skills:
1. Experienced secretary or PA
2. Experience of servicing committees, and producing minutes.
3. Experience of organising dinners or events
4. Well organised with strong attention to detail and a high degree of accuracy
5. Strong interpersonal skills, in particular the ability to be patient, tactful, diplomatic and professional.
6. Excellent communication skills, including spelling and grammar, with a written style suitable for high quality/sensitive correspondence.
7. Discretion and confidentiality in dealing with the Senior Tutors’ matters.
8. IT literate (including Microsoft Outlook, Word, Excel)
9. Proficient in CamSIS and Moodle
10. Excellent team player
11. Willingness to work flexibly
Salary and Conditions

- The post is part time (21.75 hours per week, to be worked across 5 days) and is offered at a salary of £24,000-£25,000 FTE (£14,400-£15,000 pro rata), dependent on qualifications and experience.

- 25 days annual leave (excluding Bank Holidays). Annual leave must normally be taken outside of term.

- 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 six 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]