Magdalene College
CAMBRIDGE

Schools Liaison Officer
Job Description

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 students (known as 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 116 employees, split between the various departments of the College, including Porters, Housekeeping staff, Maintenance, Gardens, Conference and Catering, College Office and Academic Office staff.

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

Purpose of the Job

The Schools Liaison Officer (SLO) works within the Academic Office alongside the Undergraduate Admissions, Tutorial and Graduate Officer roles. The post holder works closely with the Senior Tutor, the Admissions Tutors for recruitment and post-application, and liaise with Directors of Studies and other Fellows as well as the undergraduate student body (known as the Junior Common Room or JCR) as appropriate.
Three main responsibilities include:

- Providing liaison with schools and colleges, particularly in our link areas of Merseyside and North Wales for which Magdalene is responsible. The SLO will also coordinate many of the other admissions activities of the College such as school visits, residential courses and summer schools. Regular travel to schools and colleges in these areas in the UK is expected.
- During the Cambridge admissions process (September to January), the SLO will also be required to assist the Admissions Tutors with certain administrative duties connected to the running of interviews and selection.
- To communicate information of outreach activities through the College website, weekly newsletter, social media and other means as appropriate.

Responsible to: The Academic Registrar

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 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, regular trips to the North-West of England and North Wales are required to network with schools and Local Authority contacts to maintain and reinforce the links. This includes delivering presentations, attending Higher Education (HE) events and meeting teachers;
- Organising key events such as the Open Day and residential visits;
- Coordinating and hosting regular visits to the College by schools and other groups;
- Managing the arrangements for occasional events such as school visits, residential courses, summer schools and open days;
- Attending HE Fairs where appropriate;
- Maintaining a database of schools and other contacts;
- Communicating with teachers and schools to build strong working relationships with schools in our link areas;
- Attending regular access meetings with the JCR and supporting the undergraduate access officer;
• Ensuring that regular contact is maintained with Cambridge Admissions Office (CAO) and the Access Press Officers and attending SLO Group meetings;
• Organise suitable outreach events for school students of various ages (including KS3, KS4 and KS5), their teachers and their parents;
• Liaising with the coordinators of multi-school groups (including Seren and HE+) to organise and run sessions and events
• Working with charities such as The Brilliant Club and The Social Mobility Foundation on access projects in the College’s link areas;
• Working with the Deputy Academic Registrar and Undergraduate Admissions Officer to publicise events to selected school teachers;
• Coordinating with the Deputy Academic Registrar and Undergraduate Admissions Officer and the CAO so that the College can host school visits related to particular events or for other purposes;
• Working with University departments to run joint access events;
• Working with Directors of Studies to develop and deliver subject-specific taster days;
• Manage and update the Widening Participation parts of the Colleges’ 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;
• Assisting in the development of new promotional materials such as College prospectus and promotional fliers;
• Working with the Admissions Tutor for Recruitment to plan strategy for college outreach engagements
• 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 honours 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 (word processing, email, Access (Databases), Excel and Power Point).
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.
Salary and Conditions

- The post is full time (36.25 hours per week) and the salary is £25,608 per annum.

- The post is fixed term for three years with the possibility of a further extension for six months.

- 25 days annual leave plus Bank/Public Holidays. There is a steady workload throughout the year but there are certain times, such as the first three weeks of December, which can be particularly busy, and at such times leave may not usually be taken.

- 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.

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

[Jan 2020]