Ma g d a l e n e  C o l l e g e
C A M B R I D G E

HR AND COLLEGE OFFICE ADMINISTRATOR
Maternity cover
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 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 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 is a fixed term post for one year covering maternity leave.
Reports to: The Deputy College Accountant (College Office matters) and the HR Manager (HR related matters)

Main Duties and Responsibilities

HR related duties
- Place adverts for staff vacancies, answer enquiries and send out application forms and job descriptions. Log and reply to all applications.
- Co-ordinate shortlisting and interview arrangements with recruiting managers and notify all applicants of the procedure and outcome.
- Create files for new staff ensuring all the relevant paperwork such as signed contracts and checks (e.g. right to work and references) are completed, returned and logged.
- Organise computer access for all new staff, ensure the Communication Officer has up to date information for the College intranet. Maintain a College telephone list and contact details.
- Coordinate the induction process ensuring staff and managers have all the information and that induction reviews are scheduled and completed. Issue the appropriate documentation upon completion of probation period.
- Maintain a comprehensive filing system, both electronic and hard copy. Ensure that records are removed in accordance with data storage principles.
- Oversee the College appraisal process, send reminders to managers when appraisals are due and log their completion and documentation.
- To assist with reviewing the Staff Handbook and updating policies and procedures where necessary.
- To assist with logging all training completed by College staff.
- To assist with reviewing and keeping up to date the details of staff benefits.

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.
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 and reconcile it monthly.
- Issue advance charge paperwork and invoices for new postgraduate students.
- Quarterly internal telephone billing.
- Maintain a record of development merchandise sales, by item, that agrees to the entries in Dynamics.

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. Well developed interpersonal skills at all levels, combined with a helpful and friendly manner.
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.
5. Ability to act on own initiative and coordinate tasks across all departments of the College.

**Knowledge and experience:**
1. Good verbal and written communication skills.
2. Experience of HR administration desirable but not essential.
3. Good working knowledge of Microsoft Office software including excel and mail merge.
4. Experience of general office administration including banking.

**Salary and Conditions**

- The post is to provide cover for maternity leave and is for a fixed term period of one year.

- The post is part time 13 hours per week with the exact work pattern to be agreed with the post holder. The post is likely to be split with some time
working from home and some time in College for those tasks that cannot be done from home, subject to government guidance.

- The post is offered at a salary of £9,082 per annum.
- 25 days annual leave pro rata (excluding Bank Holidays).
- The notice period for this post will be one month.
- Free lunch for staff on days they are working in College (up to a maximum daily allowance). Any entitlement to staff meals is non-contractual and there is no payment in lieu for meals not taken or on the rare occasions when the kitchens are closed.
- 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.

HCF/HM February 2021