



ST JOHN'S COLLEGE  
UNIVERSITY OF CAMBRIDGE

## Further Particulars for the post of Academic Administrator

June 2024



## About the College

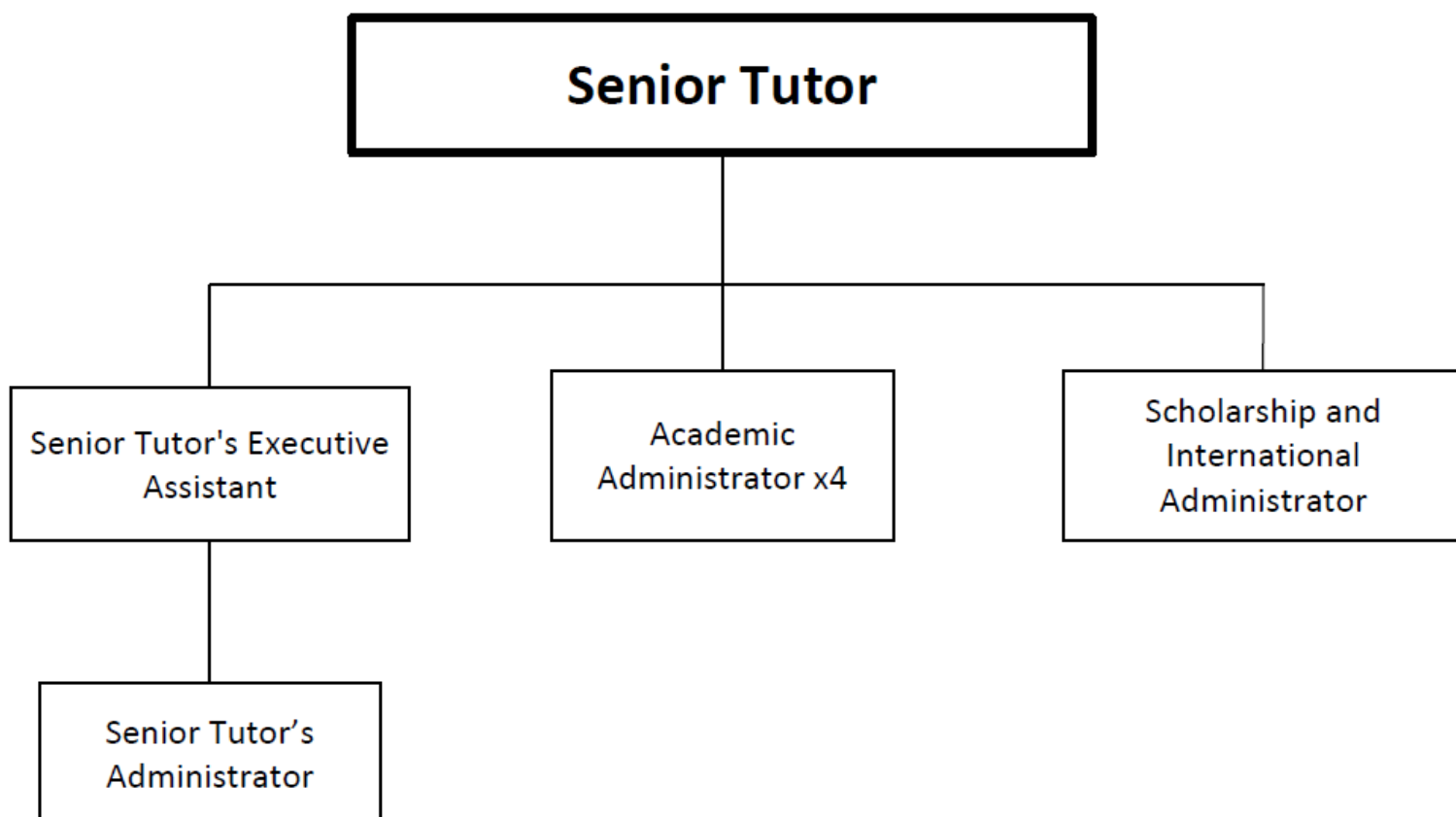
For over 500 years, St John's College has flourished as an independent and self-determining academic community, whose purposes are education, religion, learning and research, and which approaches its mission with an unwavering commitment to academic freedom, excellence, and integrity. We are committed to sustaining and enhancing the College's global renown for scholarship, and we aspire to be regarded as a beacon of academic excellence.

This is a friendly, warm, and welcoming place with a cheerful and optimistic spirit. The College is held in deep affection by its members, who include around 150 Fellows, about 550 undergraduate and 300+ postgraduate students, some 13000 alumni worldwide, and by our 250 staff. We cherish the diversity of experience, culture, and perspective each member of the College contributes to our community, and the way this enriches our learning and our lives.

As one of the biggest colleges in the University, St John's offers our students countless opportunities to expand their horizons intellectually and personally. At the heart of this is excellent teaching in a supportive learning environment. This focus, and our commitment to creating an exceptional and distinctively Johnian collegiate experience, helps us to attract the brightest minds as undergraduates, postgraduates and Fellows, and makes it easier for each of them to realise their academic ambitions here.

Further information on the College can be found on the College website [www.joh.cam.ac.uk](http://www.joh.cam.ac.uk)

## Senior Tutor's Department Organisational Chart





## Job Purpose

To provide a comprehensive and high-quality administrative service to the Directors of Studies, Tutors and wider teaching community in the assigned subjects, providing support and advice that is efficient, effective and reliable.

**Responsible to:** The Senior Tutor, but with a day-to-day liaison with assigned Directors of Studies and Tutors responsible for subjects within those assigned to the Academic Administrator.

## Principal Responsibilities

### Subject Oversight and Support

- Work closely with and support the Directors of Studies, Tutors, Teaching Fellows, other academic staff and Department administrative staff in the assigned subjects, to develop a comprehensive understanding of the subjects and the needs and requirements of those working within them.
- Use this understanding to develop approaches, processes and systems that meet these administrative requirements of the subjects.
- Build and maintain a full understanding of the University-related aspects of the assigned subjects including University course content and syllabus, and departmental and school requirements.
- At the College level, build and maintain an in-depth knowledge of all aspects of the assigned subjects including teaching, staffing, admissions and results.
- Take the initiative to design and develop effective and efficient processes for the assigned subjects, monitor their success and update as appropriate to reflect changing needs.
- Organise College Progress Tests and other mocks as required by the Director of Studies.

### Administrative Oversight and Support

- Develop and maintain a database of standard documents, letters and forms relating to the assigned subjects.
- Send out notices, invitations, reminders and general email correspondence as appropriate.
- Take the initiative to design and develop effective and efficient processes for the assigned subjects, monitor their success and update as appropriate to reflect changing needs.
- Deal with all correspondence, phone calls, emails and in-person requests relating to the assigned subjects, redirecting queries to the relevant team within College.
- Arrange meetings and draft minutes of meetings, for Tutors, Directors of Studies in the assigned subjects, as well as other College meetings (Education department, other staff meetings).
- Work with other teams in the Education Department and across the College to ensure the most appropriate assignment of responsibilities and ensure that good lines of communication and dialogue are maintained at all times.

## **Student Oversight and Support**

- Oversee the maintenance of records/information on junior members as appropriate, including the filing and archiving of student files.
- Write and provide content for all administrative documents, files and related items concerning students, as required by the teaching staff, including letters, academic references, job references and reports.
- Prepare and provide content, in consultation with Tutors, for papers for all student related cases to be heard at Tutors' Meetings, including financial support, intermissions, subject transfers and other matters.
- Manage all processes related to applications made to the University on behalf of Tutors for the assigned subjects, which includes applications to the Exams, Access, and Mitigation Committee (EAMC), Crane's fund, Reasonable Adjustments for exams and other as requested.
- Work closely with the Health Centre and the ADRC to ensure that students are able to access the help and support they require as early as possible and to be able to flag up and deal with any concerns as quickly as possible. In addition, work collaboratively with local GP Surgeries regarding students requiring medical evidence for University processes, such as EAMC applications.

## **Academic Support**

- Update the annual calendar of events for Directors of Studies and organise induction meetings with new Directors of Studies and Tutors in your subjects.
- Diary management for Directors of Studies and Tutors, including the organisation of meetings and supervisions, room bookings and drafting of academic references.
- Assist in the induction of new Tutors, Directors of Studies, teaching Fellows and other academic staff in the assigned subjects through briefings and other assistance.
- Assist in long-term planning of staffing of the assigned subjects.

## **Undergraduate Admissions**

- Provide full support to interviewers (including Directors of Studies) in the assigned subjects, to ensure effective and efficient running of the Admissions process up until the point students become offer holders.
- Design and implement effective administrative processes that meet the needs of interviewers for administrative support throughout the Admissions Round, including the preparation and production of up-to-date and accurate documentation for interviewers.
- Support Directors of Study by providing flagged deselections, based on guidance.
- Manage and implement an accurate and well organised admissions interview timetable for all interviewers in the assigned subjects.
- Attend deselection and decision meetings as required, and process decisions to the SMI.

## **Reporting and analysis**

- Develop reports to monitor the assigned subjects including teaching, results, prizes, scholarships and other statistics.
- Manage the production of, and write content for, reports, presentations and papers for periodic subject review meetings, Tutors meetings, College Council meetings, Subject Committees, other meetings as required, and for the Senior Tutor as requested.
- Assist the teaching staff in the monitoring of students, including collation and analysis of data.
- Research and provide ideas and solutions to issues identified.

## **Communications and events**

- Manage and provide content and implement all processes to communicate information to students, including subject and admissions pages on the College website and College Intranet.
- Manage the timetabling, implementation and maintenance of a yearly schedule/ programme of meetings and events for Directors of Studies, Tutors and wider teaching community for the assigned subjects. This includes supervisions, start and end of term meetings, drinks receptions, dinner invitations, mid-term events, Orientation week, and other events as requested throughout the year.
- Manage and organise subject specific events for Orientation week, liaising with Directors of Studies, Tutors and Faculties/Departments as necessary and create individual timetables for your assigned subjects. Work with the Student Services team to manage the College Orientation Week programme in relation to subject specific events.

## **Academic Administrator Team**

- Work with the other Academic Administrators as part of the Academic Support team in support of all subjects, and which also serves as a contact point for other departments with queries related to the work of Directors of Studies and Tutors.
- Proactively engage with the Academic Administrators covering other subjects, to ensure that common approaches and standards are adopted and maintained, and that exchanges on best practice take place regularly.
- In conjunction with the other Academic Administrators, develop and maintain an annual rota of tasks and projects.
- Proactively suggest and implement working procedures and projects.
- Provide cover for expected or unexpected absence of other Academic Administrators.

The list includes the principal accountabilities of the role but is not exhaustive. Other relevant duties may be assigned.

## **Decision-making:**

- Decide on the appropriate prioritisation and management of their work within the Aca-

demic Support team.

- Act on behalf of Directors of Studies and Tutor where appropriate or as instructed.
- Take full initiative to respond to the needs and requirements of individual Directors of Studies, Tutors and the wider teaching community for the assigned subjects.
- Continually assess the changing needs of the assigned subject courses and of the Directors of Studies, and wider teaching community in the assigned subjects to ensure processes are up to date, relevant and effective.

### Resources Supported / Facts and Figures:

- Subject numbers: 10 subjects, likely to include ANSC, Classics, History, History & Modern Languages, History & Politics, HSPS, Linguistics, MML, Philosophy and Theology.
- Staff numbers: 3 Tutors, around 13 Main Directors of Studies, and other academic staff in the assigned subjects.

### Person Specification

Set out below are the qualifications, experience, skills and knowledge that are the minimum essential requirements for the role or are desirable additional attributes.

	Essential	Desirable
Qualifications, Knowledge and Experience	<ul style="list-style-type: none"><li>• Educated to at least degree level, or with equivalent experience.</li><li>• Significant previous administrative experience, with experience in the University sector desirable.</li><li>• Strong IT skills, including Microsoft Word, Excel, PowerPoint, Outlook, Adobe Acrobat Pro and Kofax Software. Constant use of the aforementioned programmes and in addition; CamSIS, CamCORS, SharePoint, and other analytic and College bespoke software.</li></ul>	<ul style="list-style-type: none"><li>• Experience in the Higher Education sector.</li><li>• Experience in the University of Cambridge in particular would be beneficial but is not essential.</li></ul>
Skills, Abilities and Competencies	<ul style="list-style-type: none"><li>• Strong self-management skills with regard to workload, with the ability to take initiative and to work on his/her own judgement prioritising workloads in order to meet deadlines, whilst remaining calm.</li><li>• Excellent communication and presentation skills, both written and verbal, as the post involves liaising and dealing with a wide range of people including Directors of Studies, Tutors, Fellows, College staff and students and the ability to maintain effective working relationships with all.</li><li>• Well-developed, proven, organisational skills.</li><li>• High degree of flexibility to respond to highly fluid and open-ended tasks.</li><li>• Strong literacy and numeracy skills.</li><li>• The ability to deal appropriately with sensitive and private information and to operate in a highly confidential and professional manner.</li></ul>	



## Terms & Conditions

Post:	Academic Administrator
Length of post:	Permanent
Hours of work:	36.25 hours per week
Salary:	Between £41,944.26—£47,208.92 (depending on experience) plus benefits
Location:	The role is based at St John's College in Cambridge - agile working is available for this post

Contractual benefits include:

- Membership of a Defined Contribution Pension Scheme after a qualifying period
- Additional Christmas salary payment
- Annual leave of 36 working days (inclusive of Bank Holidays)

Other benefits include:

- Free lunch in the College's Buttery Dining Room (subject to a monetary limit)
- Access to a private healthcare scheme currently provided by BUPA
- Access to a 'cash plan' healthcare scheme currently provided by Simplyhealth which provides some financial assistance towards the cost of everyday health expenses such as sight tests or dental check-ups after a qualifying period
- Free car parking close to the College (subject to availability)
- Free use of an on-site Gym
- Free life cover

Read more about the benefits of working at [St John's](#).

The appointment will be subject to an initial probationary period of six months during which the position may be terminated by one month's notice on either side. Following the successful completion of the probationary period, the period of notice is one month on either side.





# Recruitment Process

The deadline to apply is **9.00am** on **Tuesday 2 July 2024**. Interviews are expected to be held on **Tuesday 9 July 2024**.

Please include in your application:

- A fully completed application form
- A covering letter summarising why you believe yourself to be suitable for the role and why the role appeals to you
- Details of two referees, one of whom should have detailed knowledge of your ability in regards to the requirement of the role
- A full and up to date c.v.

Applications should be sent:

by email to: [recruitment@joh.cam.ac.uk](mailto:recruitment@joh.cam.ac.uk)

or by post to: HR Department, St John's College, Cambridge, CB2 1TP

In applying for this role, you will provide personal data which the College will process in accordance with its data protection obligations and its Data Protection Policy. Please see attached for a copy of our Data Protection Statement for further information about how we process your personal data.

**Senior Tutor's Office**  
**St John's College**  
**Cambridge CB2 1TP**  
**United Kingdom**

*Registered charity number 1137428*



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