Further particulars for the post of Assistant Administrator
**Requirement**

St John’s College wishes to appoint an Assistant Administrator on a permanent basis.

**St John’s College**

St. John’s College is one of the largest of the University of Cambridge’s 31 colleges. Colleges are where students live, eat and socialise, and receive small group teaching sessions. St John’s has about 900 students, 160 Fellows (that is, resident academics who teach and research), and about 250 staff. The charitable purposes of the College are the advancement of education, religion, learning and research. The College is a highly international community with some 20% of its undergraduates, over 50% of its postgraduate students, and many of its faculty coming from overseas.

The buildings and grounds of St John’s are a magnificent environment in which to work, but it is the people of St John’s who give the place its unique identity. Diversity, independence and intellectual excellence make it a dynamic place in which people can thrive. Read more about St John’s on the College’s website: [www.joh.cam.ac.uk](http://www.joh.cam.ac.uk).

**College Aims:** the College’s statutory aims are the advancement of education, religion, learning and research.

**Department Aims:** The Department’s activities are clearly central to the fulfilment of the third statutory aim of the College as a place promoting religion. However the Choir is also engaged in musical education to a very high standard with a track record of producing highly able musicians for cathedral worship as well as the vocational worlds of art, song, oratorio and opera.

**Principal Responsibilities and Duties**

**Job title:** Assistant Administrator

**Department:** Chapel and Choir

**Responsible to:** Departmental & Touring Manager

**Job Purpose:** To provide administrative support to the Director of Music and to provide support to the Dean of Chapel on issues related to College Livings and Chapel Outreach activity.

**Principal Responsibilities**

1. **Administration:**
   - To provide administrative support for the Director of Music, including arranging and managing the administration of internal and external meetings and closely monitoring the progress of ongoing projects.
   - In conjunction with the Director of Music and Choir Marketing, Media & Recruitment Officer, schedule initial visits to College and auditions for potential Organ and Choral Scholars, and with the St John’s College School Registrar for potential Choristers.
   - In conjunction with the Director of Music, book and make all necessary logistical arrangements for Organ Recitalists, Deputy Singers, other instrumentalists and Wedding Organists as required for services and concerts.
• Act as Secretary to the Herbert Howells Trust. This includes preparing papers for the Trust Committee meetings, processing of applications for grants, and applications in respect of recording and literary permissions. Preparation of the annual Income and Expenditure account and the Annual Return to the Charity Commission. Liaison with the Herbert Howells Society, the Royal College of Music Library and the Independent Examiner.
• Act as Secretary to The Choir Association of St John’s College, Cambridge. This includes preparation of papers for the Association’s Annual General Meetings and termly Committee meetings. Organising social events in Cambridge and London.
• Maintaining the stock of Choir clothing, purchasing new stock and arranging termly cleaning and repairs.
• Support for the delivery of specific projects, as they arise.
• Support for the Dean of Chapel:
• Support the Dean of Chapel in their capacity as Secretary to the Livings Committee, with the processes of clergy appointments, grant applications and Parish teas.
• To provide occasional administration support for the Dean.
• To provide support for the Chapel & Choir wider outreach project.

2. Stock management and scheduling of routine maintenance:
• Maintain stationery supplies at agreed levels and purchase new stock as required.
• Maintain photocopier supplies and arrange services visits as required.
• Arrange the annual servicing of departmental office equipment and ensure they are kept in good working order.

Resources Managed/Facts and Figures:
• Clothing stock – spend c.£3,600 per annum.
• Stationery stock – spend c.£4,500 per annum.

Decision Making:
• Decision making will be required within defined boundaries (e.g. selection of deputy singers from a list approved by the Director of Music, purchase of stationery within an agreed annual budget).

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.

Qualifications, Knowledge and Experience:
• A-Level standard of education, along with excellent IT skills.
• Background knowledge of classical music is desirable.
• The post is likely to suit a candidate with previous relevant experience in a similar music department administration role.

Skills, Abilities and Competencies:
• The candidate will require imagination and energy in order to manage competing priorities and possess an ability to organise their own work to meet deadlines.
• The tasks are to some degree open-ended and it is essential that the post-holder has a flexible attitude.
• An excellent team player, good communication skills and attention to detail are essential, as is the ability to act with tact and discretion at all times.

Terms and Conditions

Length of post: Permanent
Salary: The salary for the post will be between £25,306.75 – £27,452.49 p.a. pro rata (depending on experience) plus benefits
Hours of work: 29 per week
Location: The role is based in Cambridge.

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) pro rata for those not working a 5-day week

Other benefits include:

• Free lunch in the College’s Buttery Dining Room (subject to a monetary limit)
• 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

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

St John’s College is committed to safeguarding and promoting the welfare of Choristers and Probationers and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS).

Recruitment Process

Please include in your application:

• A completed application form;
• A brief covering letter summarising why you believe yourself to be suitable for the role and why the role appeals to you;
• A full c.v.

Applications should be sent:

by email to: recruitment@joh.cam.ac.uk
or by post to: HR Department, St John’s College, Cambridge, CB2 1TP
to arrive no later than **9.00 am on Monday 30 October 2023.** Interviews are expected to be held
during the week commencing **6 November 2023.**

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.