



ST JOHN'S COLLEGE CAMBRIDGE

**Further particulars for the post of
Undergraduate Admissions Administrator**

January 2020

Requirement

St John's College wishes to appoint an Undergraduate Admissions Administrator.

St John's College

St. John's College was founded in 1511 by Lady Margaret Beaufort, the mother of King Henry VII. It is one of the largest of the University colleges and has some 530 undergraduate and 320 post-graduate students, and around 160 Fellows in a very wide range of academic disciplines. The charitable purposes of the College are the advancement of education, religion, learning and research.

The College has a long history of educating people from all social backgrounds and financial circumstances and is strongly committed to Access and Participation initiatives at the University of Cambridge. The College is currently able to accommodate all its students in College and nearby hostels and houses. All Fellows have a study in College and some are fully resident in College. Additionally, the College employs some 250 Assistant Staff. The College is a highly international community with approximately 15% of its undergraduates and 55% of its graduates coming from overseas.

Further information on the College can be found on the College website www.joh.cam.ac.uk

Principal Responsibilities and Duties

Job Title:	Undergraduate Admissions Administrator
Department:	Admissions Office within the Director of Education & Senior Tutor's Department
Post Responsible To:	Tutor for Undergraduate Admissions
Job Purpose:	<p>To provide a full, comprehensive and high level strategic, administrative and support service to the Tutor for Undergraduate Admissions. Responsible for the management of all work within the Admissions Office which deals with around 1000 Undergraduate admissions applications per year.</p> <p>Responsible for the line management of all staff in the Admissions Office to ensure effective delivery of outreach and schools liaison activities as well as services to support applicants, interview candidates and offer holders up to the point of confirmed entry. Ensures that College admissions processes are administratively in line with University policies. Works with colleagues across the Director of Education & Senior Tutor's Department to ensure effective delivery of all activities relating to outreach, schools liaison and Undergraduate admissions.</p>

Principal Accountabilities (Responsibilities):

a) The post-holder manages the Admissions Office to secure the smooth operation, continued efficiency and improvements in all processes, including:

- Enabling collaborative team work of staff within the Admissions Office.
- Line Managing Admissions Office staff, with responsibility for staff recruitment, motivation and retention, induction and training of new staff, and any performance issues that may arise.
- Monitoring and managing the budget of the Admissions Office and all outreach, schools liaison and admission activities.
- Ensuring that data relating to College contribution to the University Access and Participation Plan is readily available to the Tutor for Undergraduate Admissions and to the Director of Education & Senior Tutor.
- Ensuring good collaboration between the Admissions Office and other sections of the Director of Education & Senior Tutor's Department, working closely with the Academic Administrator Team to ensure the effective delivery of admissions, keeping the team fully apprised of developments in admissions policy and practice.
- Managing any changes in policy and practice regarding admissions-related business – it is essential that familiarity with all University Admissions and national Higher Education policies be maintained.
- Maintaining a yearly diary so that annually recurrent procedures are initiated at the appropriate time by all those involved in admissions processes, together with a library resource of the College's Admissions decisions, policies and procedures.
- Ensuring that policies and procedures relating to undergraduate admission to the College are fully available to the public on-line.
- Participating in the administration of procedures for monitoring and reporting on the Admissions processes of the College within an evolving system of audit and quality control;
- Attending meetings as appropriate and necessary, such as regular Department meetings, meetings with Admissions Administrators of all Cambridge Colleges and Admissions Meetings in College.
- Representing the Tutor for Undergraduate Admissions on various College group meetings, as required.

b) In order to ensure that the Admissions Office meets its aims the post-holder is required to support the Tutor for Undergraduate Admissions by:

- Welcoming visitors to the Admissions Office; providing admissions information and answering queries; giving comprehensive advice about the admissions system, referring more complex enquiries to the Tutor for Undergraduate Admissions; making advance bookings for

appointments with the Tutor for Undergraduate Admissions, delegating these tasks as appropriate to other members of the team.

- Managing and dealing with incoming enquiries in consultation with the Tutor for Undergraduate Admissions, delegating these tasks as appropriate to other members of the team.
- Ensuring staff liaison with the Cambridge Admissions Office and other relevant parties as necessary for participation in cross-College Access and Participation Plan events, summer schools and residential visits at which the Tutor for Undergraduate Admissions delivers Admissions talks and presentations.
- Overseeing the planning and organisation by staff of College Open Days and Taster Days.
- Preparing and submitting papers in the appropriate form for Tutors' and Council meetings, Education Forums, Admissions Strategy and Decision meetings. Drafting and distributing reports and other papers, as required.

c) The post-holder ensures the effective, efficient and smooth running of the Admissions process by:

- Leading administrative arrangements for receiving, checking and acknowledging all undergraduate applications and documents in relation to fee status; requesting missing information where necessary. Areas of importance include fee status, examination qualifications and English Language competencies.
- Managing the input of data fed electronically into the database, and ensuring accuracy. Overseeing the communication of decisions to UCAS via the Cambridge Admissions Office, including entering information onto the database.
- Overseeing the answering of questions about the progress of applications from applicants and from other Colleges.
- Overseeing the preparation and circulation of applications to Academic Administrators who support the arrangement of Admissions interviews.
- Overseeing processes required for the Winter Pool, the Summer Pool and for Adjustment.
- Dealing with the initial 'fielding' of communications from schools and applicants after offers have been made.
- Overseeing processes involved in dealing with Offer Holders up to confirmation of offers in mid-August, including collection of documents, and assessing fee status and financial guarantees for relevant students.
- Supervising the processes for obtaining the GCSE, UMS scores and all other non-standard results of conditional offer holders.
- Overseeing the maintenance of an up-to-date record of International school-leaving qualifications and equivalent, their comparability with A-levels, and communicating this to subject Directors of Studies and others.

- Maintaining accurate records of candidates throughout the application and selection process, in compliance with data protection regulations, for ongoing analysis and report.

d) In order to ensure that the College's Admissions Information is kept up-to-date, relevant and accurate the post-holder will be required to:

- Support the Tutor for Undergraduate Admissions in writing, producing and revising Admissions webpages and uploading those pages to the College website. Liaise with the College Communications Team to ensure that Admissions information on the College website and social media outlets is effectively communicated and up to date.
- Develop new web pages and social media sites to reach out to potential applicants from Access and Participation Plan target groups, keeping these sites fully up to date throughout the year, as well as monitoring their usage and impact.
- Ensure that the College has correct entries in relevant publications, including the Cambridge Undergraduate Prospectus, playing a key role in producing draft text and photographs for the College entry. Liaise with Teaching Fellows, the Communications Office and other Departments to ensure information is up to date.
- Ensure that information on funding support is made available in a timely manner to prospective applicants and offer holders, in liaison with staff across the Director of Education & Senior Tutor's Department.
- Oversee provision of admissions-related information for Freedom of Information requests.

The list includes the principal accountabilities of the role but is not exhaustive. Other relevant duties may be specified by the Director of Education & Senior Tutor or the Tutor for Undergraduate Admissions.

Person specification

Essential experience and skills:

- Extensive professional experience and understanding of undergraduate admissions policy and processes in a College and/or University context
- High standard of education, ideally to degree level or equivalent
- Commitment to effective team working and ability to work with a wide range of people
- Experience of line-managing staff to ensure effective team work.
- Highly-developed, proven, organisational and administrative skills, including clear delegation skills and skills in setting priorities to meet deadlines
- Excellent communications skills, written and verbal
- Ability to demonstrate initiative, prioritise a varied workload and meet tight deadlines
- Attention to detail to avoid errors, particularly as these could be serious for the College
- An interest in higher education and widening access to university
- Expert knowledge and confidence to enable the management of admissions enquiries, especially in relation to policy, practice and processes. This includes communications with

teachers and staff/careers advisers, educational consultants, examination boards, potential and actual applicants, family members, members of other Colleges, alumni and others.

- Capacity to manage and deal effectively and diplomatically with potentially controversial or emotional enquiries in the wake of admissions decisions.
- Ability to deal appropriately with sensitive and private information and to operate in a highly confidential and professional manner.

- Excellent IT skills including fluency in Word for Windows, Microsoft Outlook, Excel and familiarity with CamSIS, SharePoint, Moodle and UCAS and University admissions-related systems
- Experience of developing effective institutional communications on-line and through social media
- Ability to manage a budget and maintain accurate, detailed and confidential records

Terms and Conditions

Length of post:	Permanent
Salary:	The salary for the post will be between £34,129.46 - £39,566.34 p.a. (depending on experience)
Hours of work:	36.25 per week
Location:	The role is based in Cambridge.

Contractual benefits include:

- Membership of a contributory pension scheme after a qualifying period
- Additional Christmas salary payment
- Annual leave of 36 working days (inclusive of Bank Holidays) to be arranged at times agreed with the Tutor for Undergraduate Admissions

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

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

The College is committed to safeguarding and promoting the welfare of vulnerable adults, young adults and children and therefore the recruitment process for this post follows the specific safe recruitment process which is set out in Annex A and which applicants must read and comply with.

Recruitment Process

Please include in your application:

- A completed application form;
- A brief covering letter summarising your experience of Admissions administration and explaining why the role appeals to you and why you consider yourself to be suitable for it;
- 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 **9am on Monday 20 January 2020**. Interviews are expected to take place in the last week of January 2020.

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.

Annex A

Applications under Safe Recruitment Process Explanatory Note

The College is committed to safeguarding and promoting the welfare of vulnerable adults, young adults and children which requires certain roles within the College to be recruited to in accordance with a specific safe recruitment process. The post you have applied for falls into this category.

Application Form

Applications will only be accepted from candidates completing the Safeguarding Application Form in full. CVs will not be accepted in substitution for completed Application Forms.

The post you have applied for will involve some degree of responsibility for safeguarding the welfare of vulnerable adults, young adults and children. The extent of that responsibility will vary according to the nature of the position held. Please see the job description for the post.

Accordingly the post you are applying for is exempt from the *Rehabilitation of Offenders Act 1974* and therefore all *convictions, cautions, reprimands or final warnings that are not "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013) by SI 2013 1198 must be declared.*

The successful applicant will be required to complete an Enhanced Disclosure & Barring Service check.

We will seek references on the successful candidate, including references from previous employers, for information to verify particular experience or qualifications prior to confirmation into the appointment.

If you are currently working with vulnerable adults, young adults or children, on either a paid or voluntary basis, your current employer will be asked about disciplinary offences, including disciplinary offences relating to vulnerable adults, young adults or children (whether the disciplinary sanction is current or time expired), and whether you have been the subject of any child protection allegations or concerns and if so the outcome of any enquiry or disciplinary procedure. If you are not currently working with vulnerable adults, young adults or children but have done so in the past, that previous employer will be asked about those issues. Where neither your current nor previous employment has involved working with vulnerable adults, young adults or children, your current employer will still be asked about your suitability to work with vulnerable adults, young adults and children, although it may, where appropriate, answer 'not applicable' if your duties have not brought you into contact with vulnerable adults, young adults or children.

You should be aware that provision of false information is an offence and could result in the application being rejected or summary dismissal, if the applicant has been selected, and possible referral to the police and/or the Disclosure and Barring Service.

Invitation to Interview

If you are invited to interview this will be conducted in person and the areas which it will explore will include suitability to work with vulnerable adults, young adults and children.

All candidates invited to interview must bring original documents proving their eligibility to work in the UK. A list of documents that provide this evidence will be provided with the invitation to interview.

Conditional Offer of Appointment: Pre-Appointment Checks

Any offer to a successful candidate will be conditional upon:

- receipt of at least two satisfactory references
- verification of eligibility to work in the UK
- verification of identity (ie a full birth certificate)
- verification of qualifications and career history confirming any educational and professional qualifications that are necessary or relevant for the post (e.g. the original or certified copy of certificates, diplomas etc). Where originals or certified copies are not available for the successful candidate, written confirmation of the relevant qualifications must be obtained from the awarding body
- verification of professional status (where appropriate)
- a utility bill or financial statement showing the candidate's current name and address (less than three months old)
- where appropriate any documentation evidencing a change of name
- a current driving licence (including both photocard and paper counterpart where one is issued) - if relevant to the role applied for
- a check of the Children's Barred List held by the Independent Safeguarding Authority
- a satisfactory Enhanced DBS check
- where the successful candidate has worked or been resident overseas , such checks and confirmations as the College may require in accordance with statutory guidance

Please note that originals of any documentation referred to above are necessary. Photocopies or certified copies are not sufficient.

WARNING

Where a candidate is:

- found to be on the Children's Barred List, or the DBS check shows s/he has been disqualified from working with vulnerable adults, young adults or children by a Court; or
- found to have provided false information in, or in support of, his/her application; or
- the subject of serious expressions of concern as to his/her suitability to work with children

the facts will be reported to the Police and/or the Disclosure and Barring Service.