



ST JOHN'S COLLEGE  
UNIVERSITY OF CAMBRIDGE

Further Particulars for the post of  
Master's Administrator and Assistant to the Dean  
of Discipline

June 2024





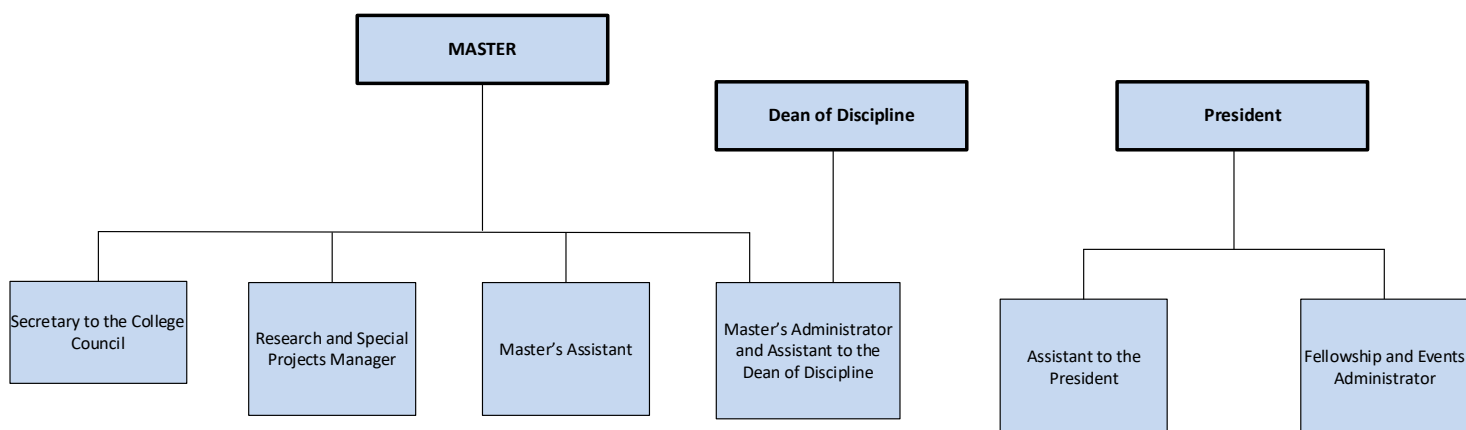
## About the College

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 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).

The Master is the head of the College and the President is the head of the Fellowship.

## Master's and President's Department Organisational Chart





## Job Purpose

To provide administrative assistance for the colleagues in the Master's and President's Office, in order to ensure the optimal operation of the department.

To support the Dean of Discipline as their Assistant.

To administer the College's Research Fellowship competition to present the best opportunity to attract and elect leading early-career academics to the College.

## Principal Responsibilities

**Support for the Master (on the Master's Assistant's non-working days/when otherwise absent):**

- Receiving and dealing with messages for the Master by phone or email.
- Supporting the Master's Assistant in arranging and managing the Master's travel within and outside the UK.
- Maintaining the Master's electronic diary, arranging and supporting meetings for the Master, and using own initiative when dealing with enquiries.
- Administrative support for the Master, including drafting and sending out correspondence and producing other documentation to support the department's work.
- Disseminating information to Fellows, staff and students in a timely manner.
- Organising and supporting events for the Master, and assisting the Master's partner with arrangements for events.
- From time to time, take responsibility for specific projects generated by and in support of the Master or President.

## Support for the Dean of Discipline

To act as Assistant to the Dean responsible for Discipline by:

- Liaising with students on sensitive and confidential matters, which may affect their wellbeing.
- Providing support for the Dean in meetings, as an independent witness to discussions, official recorder and sounding board.
- Arranging meetings, consulting the student database and preparing summons letters from incident reports.
- Ensuring template communications are used, for best practice and accurate procedure.
- Checking penalties are completed; dealing with non-compliance.
- Processing fines and other payments.
- Managing the Student Helper Scheme.
- Implementing any necessary amendments to processes in line with agreed revisions to the disciplinary procedure; assisting in future reviews of the disciplinary procedure.
- Ensuring that appropriate records are kept of all decanal business, including confidential matters.
- Maintaining a searchable archive of decisions made by the Dean and the Disciplinary Committee.
- Providing administrative support for the College's Disciplinary Appeals Committee; compiling data for the Dean's Annual Report; maintaining the Dean's pages on the

- College website.
- Responding to Freedom of information requests.

### **Administering the Research Fellowship process**

- Under the direction of the Assistant to the President, taking day to day responsibility for the administration of the annual Research Fellowship competition. This includes preparing and updating competition material, advertising, liaison with candidates and those assessing applications.
- Managing the dedicated competition website, and any additional features or updates to it, in liaison with the College's software provider.
- Responding to technical and administrative queries from candidates and those assessing applications,
- Generating reports for and attending shortlisting meetings.
- When elected candidates accept a Research Fellowship, generating the required paperwork and checks to confirm the appointment.
- Preparing for new Fellows' arrival and admission in liaison with colleagues and the relevant College Officers.
- Supporting the annual review of the Research Fellowship Competition process, the presentation of outcomes, and input to recommendations for improvements.

### **Support the Research and Special Projects Manager (R&SPM), as required. This may include:**

- Undertaking research and information gathering under the direction of the R&SPM.
- Taking on discrete projects when required.
- Preparing presentation material.
- Organising and managing meetings.
- Attending meetings, taking notes, and following up actions.
- Ensuring files and records are appropriately set up and kept up to date, including for archival purposes.
- Managing contact lists for individual projects.

### **Support the Secretary to the College Council in administrative tasks relating to Council, including:**

- Assembling and circulating Council papers, and drafting minutes templates, for each Council meeting under the direction of the Secretary to the College Council.
- Following up actions from Council meetings.
- Supporting specific projects and processes connected with College governance.

### **General administration**

- Providing assistance and cover for other Departmental members as required.
- Responding to general queries.
- Undertaking general office duties including: collection of post, ordering of stationery and other supplies.
- Helping to organize the Commemoration of Benefactors Service, including receiving and updating the Legacy Gifts list, preparing a reading list for the service in conjunction with the Development Office, and sending out notices related to the service to all College members.

- Administering the EDI Committee and supporting the Secretary to the College Council with the administration of the Charities Committee.

## 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
Qualifications, Knowledge and Experience	<ul style="list-style-type: none"> <li>• Good university honours degree or equivalent</li> <li>• Ideally, experience of administrative work, and/or of higher education</li> </ul>
Skills, Abilities and Competencies	<ul style="list-style-type: none"> <li>• Excellent IT skills including competency in use of Microsoft Office and web-based applications, with a willingness and ability to update skills as required</li> <li>• Excellent communication skills, both verbal and written</li> <li>• Ability to use tact and discretion when dealing with confidential matters</li> <li>• Ability to work with accuracy and to follow procedures precisely</li> <li>• Ability to take initiative and to be proactive</li> <li>• Ability to work to deadlines</li> <li>• Ability to maintain effective working relationships with other College Departments</li> </ul>

## Terms & Conditions

Post:	Master's Administrator and Assistant to the Dean of Discipline
Length of post:	Permanent
Hours of work:	36.25 hours per week (or as agreed with the successful candidate)
Salary:	Between £29,335.35—£31,823.40 (depending on experience) plus benefits
Location:	The role is based at St John's College 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)

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

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 **Wednesday 10 July 2024**. Interviews are expected to be held on **17 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.

**Master's and President's Office**  
**St John's College**  
**Cambridge CB2 1TP**  
**United Kingdom**

*Registered charity number 1137428*



ST JOHN'S COLLEGE  
UNIVERSITY OF CAMBRIDGE

