



ST JOHN'S COLLEGE
UNIVERSITY OF CAMBRIDGE

Further Particulars for the post of Schools Liaison Officer (SLO)

February 2025



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, learning, research, and religion. We address this mission with an unwavering commitment to academic freedom, excellence, and integrity, committed to sustaining and enhancing the College's global renown for scholarship across a wide range of disciplines, and aspiring to be regarded as a beacon of academic excellence.

This is a friendly, warm, and welcoming place with a deep sense of belonging. The College is held in lasting affection by its members, who include around 150 Fellows, about 600 undergraduate and over 350 postgraduate students, some 13,000 alumni worldwide, and 250 staff. Our community is a tolerant, inclusive, caring, respectful meritocracy, with genuine *joie de vivre*. We cherish the diversity of experience, culture, and perspective in members of the College, and the way this enriches our learning and our lives. We seek to balance how we fulfil our purposes today with our stewardship responsibilities for future generations in the College, and for the wellbeing of humankind and our planet. As one of the largest and most widely known of the 31 constituent colleges in the University of Cambridge, consistently ranked amongst the top universities in the world, we make an important contribution to the wider University.

Further information about the College can be found at www.joh.cam.ac.uk.

Background

St John's College, University of Cambridge, wishes to appoint a Schools Liaison Officer (SLO) to help recruit excellent undergraduate applicants to the College from a wide range of backgrounds, with the objective of ensuring that students in the College are of the highest academic merit and potential, and come from a representative range of backgrounds.

The College is especially focused upon recruiting strong applicants from UK state schools and colleges and the UK regions, desiring its UK intake to reflect patterns of very high academic attainment across the country. The College aims to recruit 80% of its undergraduates from the UK, and 75% of its UK students from state schools and colleges. We wish to see a balance between men and women and Arts/Humanities and Sciences. Ethnic and religious diversity, disability and eligibility to receive Free Schools Meals are other factors we actively consider as we seek to counter underrepresentation among our students.

The Schools Liaison Officer reports to the Admissions Tutor, who is responsible for implementing the College's admissions strategy. They work closely with other staff in the Undergraduate Admissions Office, with the Deputy Admissions Tutors and the Senior Tutor, with the

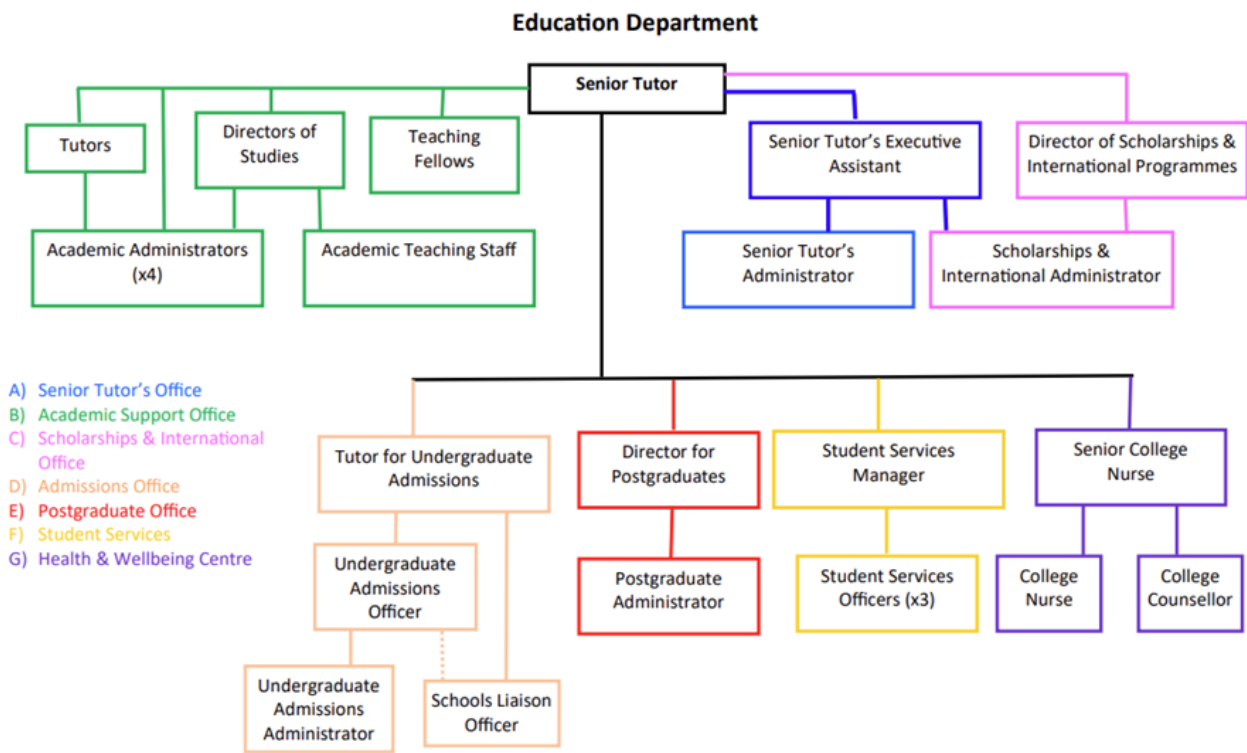
College's Directors of Studies (the academics responsible for each taught subject) and Communications staff, and with schools and colleges, prospective students, their parents, representatives of other higher education institutions and third-sector organisations.

The focus of the work is on building relationships with schools and colleges, and advising prospective applicants, their teachers and parents. This is done primarily by organising and participating in visits to schools and colleges, visits to Cambridge from schools and colleges, online recruitment events, regional recruitment conferences and fairs, open days, academic residentials and the like.

There is a secondary strand to the post involving providing accurate and effective administrative support to the other staff in the Undergraduate Admissions Office during the annual admissions/recruitment round in autumn and early winter.

The Undergraduate Admissions Office in the Education Department

Education Department Organisational Chart



Job Purpose

Principal Responsibilities

- Work with schools and colleges, prospective students, their parents, representatives of other higher education institutions and third-sector organisations to encourage high-quality applications for undergraduate study at St John's College and the University of Cambridge, by providing encouragement, and advice on the Cambridge undergraduate application process, attainment raising and how to complete a strong application.
- Organise and make visits to schools and colleges to talk to prospective students, their [teachers](#) and parents, and build and sustain relationships with those schools and colleges.
- Organise and receive visits from the same.
- Arrange, [run](#) and participate in online events for prospective students, [teachers](#) and parents.
- Arrange, run and participate in open days, masterclasses and other day and residential events for prospective students and teachers.
- Arrange, run and participate in outreach conferences for prospective students, and represent the College and the University of Cambridge at UCAS HE fairs.
- Correspond with teachers, students and parents via email, telephone and other means.
- Help create and maintain web pages and social-media content and participate in the design of virtual and hard-copy publicity material, including handouts, posters, banners and the like.
- Act as a key link between the University of Cambridge and partner schools and colleges in 'HE+' consortia and other structural responses to the need to recruit strong undergraduate applicants to Cambridge from underrepresented backgrounds.
- Build relationships with Cambridge Admissions Office and Schools Liaison Officers in other Cambridge colleges to facilitate joint recruitment and widening participation activity.
- Build and maintain up-to-date records of school and college contacts. Maintain accurate records of all contacts with schools and colleges, and of attendees at events, particularly masterclasses and residential.
- Collect and collate feedback from participants in events to improve future effectiveness.
- Recruit, train and brief student ambassadors and other helpers from the student body, including student helpers in respect of the undergraduate admissions round. Ensure that accurate work records are kept, facilitating payments. Help manage these students.
- Work with the Admissions Tutors and Directors of Studies to create and run effective recruitment initiatives on a subject basis.
- Work with the Communications Team to ensure the acquisition and dissemination of appropriate publicity material and the successful promotion of recruitment and widening participation activities.
- Prepare termly reports on current and future activities and assist with the preparation of reports on recruitment and widening participation in the college.
- Ensure that safeguarding is in place and monitored. Advise colleagues with safeguarding responsibilities where safeguarding concerns emerge.
- Handle confidential and sensitive information appropriately.
- During the autumn and early winter, provide administrative support in the Undergraduate Admissions Office to the Undergraduate Admissions Officer and Undergraduate Admissions Administrator, to ensure that the undergraduate admissions process is effectively and efficiently run.

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"> Educated to degree level Knowledge of, and commitment to, undergraduate admissions to higher education and widening participation within a UK context Knowledge of secondary education in the UK 	<ul style="list-style-type: none"> Relevant work experience in higher education recruitment and widening participation Experience of UK higher and secondary education
Skills, Abilities and Competencies	<ul style="list-style-type: none"> Excellent interpersonal skills Ability to command the respect of students, teachers and parents, and academic and administrative colleagues Very good organisational skills, with an ability to prioritise effectively Strong oral and written communication skills, including the ability to speak publicly in an informed, engaging and clear manner Very good IT skills, with a willingness to undertake relevant training Ability to complete complex and mundane administrative tasks with exceptional levels of accuracy Numeracy and financial literacy Flexibility regarding tasks and working hours and a willingness to travel Initiative and creativity Ability to work independently but also as part of a team 	<ul style="list-style-type: none"> Higher level IT skills, including in relation to media and social media production and editing Proven organisational skills in relation to events Experience of analysing data, writing reports and maintaining records In-depth understanding of the factors discouraging highly able students from some backgrounds from applying to competitive-for-entry universities Current valid driving licence

Terms & Conditions

Post: School Liaison Officer

Length of post: Permanent

Hours of work: 36.25 hours per week

Working pattern: Monday-Friday *Please note that the nature of the post requires a degree of evening and weekend working, as well as travel away from home. Annual leave should be taken during school/college holidays, though some working during school/college holidays may be required in relation to residential visits to Cambridge.*

Salary: Between £29,355 - £31,823.a. (depending on experience) plus benefits

Location: The role is based St John's College in Cambridge - agile working may be 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 may 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 (up to State Pension Age)
- An Agile Working policy whereby eligible staff may be able to work remotely for some of their working hours.

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

The appointment will be subject to an initial probationary period of six during which the appointment may be terminated by one week's/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.

Any offer to a successful candidate will be conditional upon a satisfactory DBS check.

Recruitment Process

The deadline to apply is **9.00 am on Wednesday 26 February 2025**. Interviews are expected to be held during the week commencing **3 March 2025**.

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
- A full and up to date 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

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. Further information is available on the College website (<https://www.joh.cam.ac.uk/data-protection>)

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