

**Peterhouse**

**Job Description**

**Tutorial Administrator**

**Department:** Tutorial Office

**Responsible to:** Tutorial Office Manager

Senior Tutor via Tutorial Office Manager

**Communication links:** Tutorial Office Manager, Senior Tutor, Tutors, Directors of Studies, Praelector

**About Peterhouse**

Peterhouse is the oldest College in Cambridge (founded in 1284) and is also among the smallest (currently 291 undergraduates; 176 postgraduates; 43 Fellows). The College provides accommodation for almost all its Junior Members either on or near the main College site; a significant proportion of the Fellowship also live in. The College is, therefore, characterised by a greater degree of regular interaction between Senior and Junior Members than is the case in some larger Colleges. It is a vibrant community, with many active clubs and societies.

**Summary of the role**

The Tutorial Administrator will work in the Tutorial team in order to ensure students are well supported and their overall interactions with the Tutorial Office are positive. The Tutorial Administrator is responsible to and works closely with the Tutorial Office Manager to provide administrative support to the Senior Tutor, Tutors, and Directors of Studies.

**Role responsibilities include:**

* Examination administration (including EAA applications, exams in College
* Assist with the preparation of GB Reports
* Tutorial event administration (Matriculation Dinners, Great Burkhill Dinner)
* Maintain student records on the student database (CamSIS)
* Administering the College’s online reporting system for recording academic supervision
* Arrange end-of-term appointments with Tutors, and ensure that Tutors have essential documentation
* Assist with the organisation of events as requested by the Senior Tutor and/or Tutors
* Make changes or additions, under supervision, to the Tutorial section of the College web-site in compliance with College standards
* Keep up-to-date files and records (both electronically and paper) on all matters involving Tutors, the Postgraduate Admissions Tutor and students
* Handle confidential information, including sensitive personal data, appropriately.
* Assist with the termly contact of overseas students and monitor visa renewals in line with recommendations from the University International Student Office
* Assist with generating standard letters
* Respond promptly to student enquiries or concerns, whether in person or via email, as they arise
* Assist with the Postgraduate Admissions process. Accurately recording (within the University database) Postgraduate applications from receipt of application to student’s arrival in Cambridge, ensuring they are dealt with efficiently and professionally
* Process Bursary Applications in a timely fashion, keeping students informed of the outcome
* Produce statistical reports from databases, including CamSIS

**Other Duties and Responsibilities:**

* Attend Tutorial Team meetings
* Attend other College and University meetings as required
* Perform other related duties that may arise, including cover for other team members, as required

**Knowledge & Skills:**

1. A high degree of accuracy and attention to detail
2. Able to work effectively under pressure, to prioritise and where necessary to manage a number of tasks concurrently
3. Extensive knowledge of Word, Excel and Outlook in order to perform all office tasks
4. Able to communicate effectively with a wide range of people at all levels
5. Able to recognise confidential information and handle it appropriately, including displaying discretion in all written and verbal communications
6. Experience within student administration in an academic setting is highly desirable

#### **Health and Safety:**

All staff must adopt a responsible attitude towards health and safety and to comply with any procedures as required by the College in order to ensure the health and safety of themselves, their colleagues and any other persons that may be affected by their actions. They must be prepared to undertake any training provided in relation to health and safety or which is identified as necessary in relation to their work. The College operates a non-smoking policy; smoking is only permitted in the designated smoking areas and during official breaks.

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| **Hours and Salary:**  The salary for the post will be in the region of £27,121 to 30,543 per annum (depending on experience). The hours of the post are 36.25 hours per week, Monday - Friday. Some additional hours will be required during busy times of the year such as the exam term (this will include some evenings, weekends and Bank Holidays during the exam term). Extra hours will be granted as time off in lieu.  **Additional Benefits & Information**   * The holiday entitlement is 25 days plus 8 bank and public holidays. The post-holder may be required to work any Bank Holidays which fall within Full Term, time worked to be taken off in lieu. It is expected that, where possible, annual leave be taken outside Full Term and by agreement with the Tutorial Office Manager. * A car parking space may be available, subject to capacity. * The College offers an auto-enrolled pension scheme to eligible employees, after 3 months’ completed service. The scheme is the Cambridge Colleges Group Personal Pension Scheme (CCGPPS) with Aviva. * Lunch is provided free of charge when on duty over lunchtime and when the College kitchens are open. * The post is subject to successful completion of a six-month probationary period. * The College offers a medical cashback scheme to staff.   **The closing date for applications is midnight on Midnight Sunday 27th November 2022. It is likely that interviews will be around mid-December. The interview will include a short test using Excel.**  **Completed applications should be returned to:** The Human Resources Manager, at:[hr@pet.cam.ac.uk](mailto:hr@pet.cam.ac.uk)  **November 2022** |