



KING'S COLLEGE

CAMBRIDGE

Tutorial Office Manager

Candidate Information Pack

May 2023

About Us

King's is a constituent College of the University of Cambridge. Founded in 1441 by Henry VI as a place of education, religion, learning and research, the College comprises around 130 Fellows, 650 undergraduate and postgraduate students, and 275 non-academic staff.

The College is internationally recognised as a leading academic institution, boasting among its former students and Fellows no fewer than eight Nobel laureates, as well as influential figures such as Alan Turing, E.M. Forster, John Maynard Keynes and Bernard Williams. The undergraduate and postgraduate community is vibrant and diverse, priding itself on a friendly and inclusive atmosphere combining academic commitment with political engagement and a lively social and artistic scene. King's works very hard to attract the best applicants, regardless of background, and to encourage academically outstanding students from underrepresented communities to study at Cambridge. In 2018 the College launched a transformational Student Access and Support Initiative designed to improve equality of access and opportunity, and to help combat entrenched social and economic disadvantage.

King's is a registered charity, subject to regulation by the Charity Commission for England and Wales. It is part of the University of Cambridge while remaining an autonomous institution, governed by the Provost and the Fellows of the College who, together with four members of the student community, constitute the College's Governing Body. The administration of the College is devolved to the College Officers, College Council (whose members are the Charity Trustees), and several sub-committees.





The Role

We are looking to appoint a talented individual to the position of Tutorial Office Manager. The Tutorial Office Manager will report to the Senior Tutor and run and manage the office and a team of eight staff at the heart of College life.

The Tutorial Office oversees the running of the academic and pastoral aspects of the College, meaning that the post holder will interact with a wide range of stakeholders including staff, students, and academics both inside and outside the College.

The Tutorial Office Manager will ensure the smooth working of the office and ensure that students have all the information they need to thrive in the vibrant academic environment of King's. This will include managing student databases, liaising with University level bodies such as Student Registry and the Exams Access and Mitigations Committee, and overseeing the organisation of large set-piece events such as Matriculations and Graduations, and supporting Tutors and Directors of Studies.

The Tutorial Office Manager will work with the Senior Tutor in supporting College governance, attending meetings and preparing papers to

ensure that the College stays up to date and compliant with changes and developments in the HE sector.

They will also take the lead in a large amount of internal communications and will need to work closely with our Communications team to ensure that correspondence and online information is accurate and kept up to date.

The Tutorial Office comprises of several team members who the Tutorial Office Manager will oversee, this includes the Admissions team, Accommodation Officer, Graduate Administrator, and Tutorial Office Assistants. The Tutorial Office Manager will oversee the work of the whole team and support their professional development.

The Tutorial Office Manager will occupy a high-profile role within the College and the ability to work effectively across a large teaching Fellowship including Tutors, Directors of Studies, Supervisors, staff in other departments, and our student body. This will require excellent judgement, communication skills, and organisation. Equally, to be effective, they will need to be able to collaborate with a wide range of people and across a broad spectrum of issues.

The Person

We seek to appoint a pro-active and thoughtful individual with excellent organisational skills and attention to detail. The ideal candidate will combine administrative experience and knowledge of University and College processes alongside leadership and management skills.

An ideal candidate will demonstrate:

Knowledge & experience

- Experience of administrative work at a senior level
- Experience of providing direction to or managing others
- Good IT skills including use of remote working software, website management, and standard office software
- Familiarity with university systems such as CamSIS, CamCORS, CASC (desirable), or ability to pick up these bespoke systems rapidly
- Experience of working in a Collegiate or University environment (desirable)

Personal skills & abilities

- Excellent interpersonal and communication skills
- A systems/process focus
- Ability to cope with a varied and demanding workload
- Ability to work on own initiative and without supervision
- Ability to exercise discretion
- Adaptive and receptive to change and variety
- A pragmatic can-do approach



Remuneration and Benefits

Remuneration

The post is offered at a full-time salary of £37,000 - £43,000 per annum dependant on experience and ability. The post holder will join the College's auto-enrolment pension scheme with generous additional contribution options on completion of probationary period.

Hours of Work

Full time hours are 37.5 per week. The post will be based at King's College, and is largely in person, but subject to the demands of the role and in accordance with the Agile Working Policy, the post holder may be able to work from home for part of the week.

Benefits

The College offers full-time members of staff 32 days holiday per year, including Bank Holidays. All staff working over a mealtime are eligible to take a free lunch or dinner in the servery.

The College offer enhanced maternity, paternity and adoption pay as well as generous sick pay for those who have more than 6 months' service. This is in addition to the Flexible Working Policy. More details on all of these are available in the Staff Handbook. Staff are eligible to use the Tax-Free Childcare Scheme introduced by the government to replace Childcare Vouchers.

Probationary Period/Notice

There will be a 6-month probationary period. Upon successful completion of the probationary period, the notice period will be three months.

How to Apply

Please download the application form from <https://www.kings.cam.ac.uk/about/work-at-kings> and send your completed form by email to jobs@kings.cam.ac.uk

The College postal address is: Human Resources, King's College, King's Parade, Cambridge CB2 1ST

Closing Date

Please submit your application by 5pm on Thursday 22nd June. Interviews will be held in person in the week commencing 28th June 2023.



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