Further Particulars: PERSONAL ASSISTANT TO SENIOR TUTOR and DEPUTY SENIOR TUTOR

Wolfson College seeks to appoint a Personal Assistant to provide efficient administrative and secretarial support to the Senior Tutor and Deputy Senior Tutor, ensuring the smooth and efficient management of their time and work. This is a new role in the College and offers an exciting opportunity for an experienced PA or administrator who enjoys working as part of a small team, but is also able to work independently and approaches tasks with a positive, ‘can-do’ attitude. Excellent organisational and communications skills are essential, as is proficiency in the use of Microsoft Word, Outlook and Excel.

Key responsibilities include: managing diaries for the Senior Tutor and Deputy Senior Tutor; monitoring their inbox, responding to routine inquiries and prioritising tasks for their attention; managing the preparation of papers and minute-taking for committee meetings; organising events; and managing the annual scholarship competitions. See the Further Particulars for a detailed job description.

WOLFSON COLLEGE
Wolfson College is one of the 31 colleges of the University of Cambridge. We are a thriving and diverse community, with ~ 700 full time and ~ 300 part time students drawn from over 90 countries. While most of the students are postgraduates, we have ~ 200 mature undergraduate students, all of whom are over 21 years old. With diversity and inclusion as our core values, Wolfson College aims to provide outstanding academic and pastoral support tailored to the distinctive needs of our students, not all of whom have followed standard routes to University education. Situated just beyond the city centre, Wolfson is surrounded by glorious gardens, with facilities including a tennis court and gym. Staff enjoy numerous benefits, including a daily lunch allowance in the College’s excellent cafeteria.

HOW TO APPLY
Please send a completed Wolfson College Application Form and Equal Opportunities Form (available online at www.wolfson.cam.ac.uk/about-wolfson/vacancies) together with a current CV and a covering letter that explains how your skills and experience suit you for this post.

All applications should be sent to arrive by 12:00 pm (noon) on 23 November 2022 by email to Mrs Sally Cullen, HR Manager, Wolfson College, at: jobs@wolfson.cam.ac.uk, with ‘Student Wellbeing Advisor’ in the subject line,

It is anticipated that interviews will be held during the week commencing 5 December. Candidates are advised that the appointment process will include both an in-person interview and a written exercise.

Informal inquiries about the post may be directed to the Senior Tutor, Dr Susan Larsen: senior-tutor@wolfson.cam.ac.uk

No applications from Employment Agencies, please.

The College actively supports equality, diversity and inclusion and encourages applications from all sections of society. Applications from Black and minority ethnic candidates are particularly encouraged, as they are underrepresented within our current administrative staff.

The College has a responsibility to ensure that all employees are eligible to live and work in the UK.
In applying for this role, you will provide personal data which the College will process in accordance with its data protection obligations and Data Protection Policy. Please see https://www.wolfson.cam.ac.uk/about/governance/data-protection/data-protection-statement-job-applicants for further information about how we process your personal data.

**TERMS & CONDITIONS**

**Salary:** £28,316= £32,690, depending on experience.

**Hours:** Full-time (37.5 hours/week); the College is open to requests to work reduced or flexible hours, provided the applicant is able to offer at least 20 hours/week in term time.

Specific working pattern to be agreed; however, hours may be distributed with some flexibility across the five-day work week. Very rarely the PA might be asked to help out on a weekend during September orientation or June exams. Time off in lieu will be given for any evening or weekend hours worked.

**Location:** While hours may be agreed to suit a flexible schedule, the person appointed will need to be present in College at least 4 days/week.

**Holidays:** Entitlement to 25 days’ holiday per year plus 8 public holidays (or the pro rata equivalent if you work part time). Of the 25 days’ holiday (or the pro rata equivalent if you work part time), the College schedules 3-4 days in December for all staff when all offices are closed. Holidays may not ordinarily be taken at busy times (e.g. at the start and end of terms, or during exam season in May and June).

**Benefits:**
- Membership of the NOW pension scheme (www.nowpensions.com), with Employer contributions of up to 13%.
- Death-in-service benefit of two times salary.
- Generous sick and parental pay schemes.
- Membership of a healthcare cash plan.
- Free staff lunch when the College kitchens are open.
- Free parking.
- Use of the College Gym and Library.
- Personal training and development programme.
- Wolfson operates an agile working policy.

**Probation:** The appointment will be subject to an initial probationary period of six months, during which the appointment may be terminated by two weeks’ notice by either side. Following the successful completion of the probationary period, the period of notice will be two months by either side.